

FERPA AUTHENTICATION RELEASE FORM

RELEASE OF INFORMATION

Under FERPA, the Family Educational Rights and Privacy Act of 1974, you have the right to allow or disallow access to your educational records. Directory information can be released freely, while non-directory information such as your schedule, grades, and student life records can only be released if you provide signed permission.

Read the attached FERPA information sheet to know your rights and to understand the difference between directory and non-directory information.

By signing this form, you are providing access to the non-directory information portion of your academic record to any caller who is authenticated, such as your parents, lenders, insurance companies, employers, etc. Callers, who cannot be authenticated by the method below, will not receive non-directory information regarding your academic record.

The method of authentication protects your privacy because it requires that the caller know three private pieces of information. If the caller cannot provide three pieces of information, Southeastern University will not release non-directory information to him/her. The information used includes:

1. Your date of birth
2. A course you are taking in the current term
3. Your Southeastern University student ID number
4. Your social security number

If you prefer that Southeastern University not disclose non-directory information without signed permission for each request, do not sign this form. You will be required to sign a release of information each time a request is made concerning your academic record.

If you prefer that Southeastern University not disclose directory *or* non-directory information without signed permission, do not sign this form. Request the FERPA Non-Disclosure Request Form.

***PROTECT THE PRIVACY OF YOUR ACADEMIC RECORDS
BY GUARDING YOUR STUDENT ID NUMBER!!!***

Please Print:

Last Name	First Name	MI
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Student ID #	Social Security #
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**I UNDERSTAND THAT THIS AUTHENTICATION STATUS REMAINS IN EFFECT UNTIL I GRADUATE FROM
SOUTHEASTERN UNIVERSITY OR UNTIL I CHANGE THE STATUS BY A SIGNATURED DOCUMENT.**

Student Signature	Date
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