

**Please return the completed form to:**  
 Registration and Records  
 128 Ferrell Hall, P.O. Box 1000, Institute, WV  
 25112  
 With a Photo ID,  
 Or via email to [Registration@wvstateu.edu](mailto:Registration@wvstateu.edu)  
 from your WVSU student email account.

**FERPA RELEASE FORM**

The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for students regarding the privacy of their educational record. While parents, guardians, spouses and others may have an interest in the student's record, access to, or release of the educational record, is only by written student consent. Students may choose to complete and submit this FERPA Release Form to Registration and Records to allow access or release of personal student records.

**Student Information:**

<b>First</b>	<b>Last</b>	<b>A#</b>
<b>Phone</b>	<b>Email</b>	<b>Date of Birth</b>

Please check the type(s) of information to release:

Check	Type	Description
<input type="checkbox"/>	All Records	All records listed below.
<input type="checkbox"/>	Financial Records	All finance related records including but not limited to the following Financial Aid – awards, disbursements, eligibility, SAP. Cashier & Accounting Records - tuition and fee balances, payment plans, accounting statements
<input type="checkbox"/>	Disability Services	Includes but not limited to intake, psychological history, treatment synopsis, psychological evaluation, attendance report, and any other information pertinent for services rendered.
<input type="checkbox"/>	Registration	Academic information includes but not limited to student ID, enrollment and registration/course status, grades, GPA, Academic progress, credits awarded, degrees earned, residency status, etc.
<input type="checkbox"/>	Cancel	By checking this box, you cancel any previous FERPA release requests.

\*\* The following **PIN** number *must* be provided at the time of the request of information

Please create a 5-digit pin number for individuals listed below to confirm identity.

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Please provide contact information for all individuals that you wish to grant access to the above records with the Pin created above.

First	Last	Phone	Relationship

This FERPA Release Form is valid until canceled. The student may cancel this release at any time by submitting another FERPA Release Form to Registration and Records.

<b>Student</b>	<b>Date</b>
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