



RELEASE OF INFORMATION FORM (OPTIONAL)

Mail to: Local: (208) 885-6641
Independent Study in Idaho Toll-free: (877) 464-3246
University of Idaho Fax: (208) 885-5738
PO Box 443225 E-mail: indepst@uidaho.edu
Moscow, ID 83844-3225 www.uiweb.uidaho.edu/isi

Student information is protected by the *Family Educational Rights and Privacy Act (FERPA)*. Instructors and the Independent Study in Idaho (ISI) staff may release your education and/or financial records to select individuals or organizations by telephone or e-mail if you file this *Release of Information Form* with the ISI office. Mail or fax this form to Independent Study in Idaho. You may also download this form at www.uiweb.uidaho.edu/isi, select *Student, Forms, Release of Information Form*. For more information about FERPA, access www.webs.uidaho.edu/fsh, the *Faculty-Staff Handbook*, Chapter 2: Student Affairs Policies, Student Education Records, Section 2600. For student rights under *FERPA*, see the back of this form.

STUDENT: Complete this form. Please print. Mail to Independent Study in Idaho.

Name _____ Course subject and number _____

V number _____ Course subject and number _____

E-mail _____ Course subject and number _____

Telephone release code word _____ Course subject and number _____
(Create a code word of 6 to 14 letters to verify your identity when you call ISI.)

I authorize ISI to release my education records upon request by telephone or e-mail to:

Name _____ Relationship to student _____

Name _____ Relationship to student _____

Name _____ Relationship to student _____

I authorize ISI to release my billing charges/payment information upon request by telephone or e-mail to:

Name _____ Relationship to student _____

Name _____ Relationship to student _____

Name _____ Relationship to student _____

Signature approval for all above authorizations (required):

Student's signature _____ Date _____

(If under 18 years of age, student's parent/guardian must sign for student.) Parent's or guardian's signature

_____ Date _____

Authorization is effective until course completion, but may be terminated by providing written notice to ISI.

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Reprinted from *Model Notification of Rights under FERPA for Postsecondary Institutions*, U.S. Department of Education, ED.gov, 30 January 2006. < <http://www.ed.gov/print/policy/gen/guid/fpc/ferpa/ps-officials.html>> Accessed 22 February 2008.

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