

**CONSENT TO RELEASE
CONFIDENTIAL INFORMATION:
ONE-TIME RELEASE**

Marylhurst University, in compliance with The Family Education Rights and Privacy Act of 1974 (FERPA), requires written consent of students before releasing protected information from their records. To consent to the release of confidential information to a third party, you must complete this form and return it to the Office of the Registrar. All information is required.

Please note that we do not release original documents from your official academic record – only copies are provided. Please allow up to 7 business days for processing.

STUDENT INFORMATION

Student Name _____ Student ID # _____

PARTY TO WHOM THE RECORDS SHOULD BE RELEASED

Person or agency: _____

Relationship to student: _____

Delivery Method: US Mail Email In Person

Delivery address or email:

RECORDS TO BE RELEASED

- Unofficial transcript from Marylhurst
- Copies of transcripts from previously attended institutions (May only be released directly to another institution.)
- Advising Worksheet / Degree Audit
- Registration Confirmation (Specify year & term: _____)
- Grade Report (Specify year & term: _____)
- Admissions Application & Materials (Letters of recommendation may only be released directly to another institution.)
- Other: Specify in detail

REASON FOR REQUEST

AUTHORIZATION

I give permission for Marylhurst University to release information from my education record as specified above.

Student Signature _____ Date _____

Registrar _____ Date _____