



THE CITY UNIVERSITY OF NEW YORK
FERPA RELEASE FORM
PERMISSION FOR ACCESS TO EDUCATIONAL RECORDS

The following form should be submitted with **your photo ID**, and the **photo ID of who you are granting access**, to the Student Record at studentrecord@brooklyn.cuny.edu.

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Students who wish to grant third parties, including parents, access to educational records maintained by the student's college should use this form, which requires a date and signature. Electronic signatures are acceptable only if the College is able to identify and authenticate the student as the source of the release.

The Family Educational Rights and Privacy Act (FERPA) prohibits access to, or release of, educational records or personally identifiable information contained in such records without the written consent of the student. This prohibition is subject to certain exceptions. For more information about FERPA, see <https://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/FERPA-2.pdf>

Student Name (Please Print): _____

8-digit Student ID Number _____

I, the undersigned, hereby authorize _____ College of The City University of New York, to release the following educational records and information (identify records or types of records; "all records" is not sufficient):

These records should be released to the following person/agency (identify name and address of person/agency to receive information):

These records are being released for the purpose stated below:

Student's signature

Date: