FERPA RECORD OF DISCLOSURES

The following form is a Record of Disclosures to be maintained in compliance with the Family Educational Rights and Privacy act of 1974.

This form must be completed whenever a student record is disclosed to someone other than the student, except for disclosures (1) of directory information, or (2) disclosures to an Esperanza College of Eastern University official with a legitimate need to know, or (3) disclosures made with the written consent of the student.

Student’s First & Last Name

Student’s Signature

Authorized Processing Personnel Signature

☐ Registrar’s Office  ☐ Office of The Deans

Name of Individual Requesting Information

Relationship to Student or Title of Authorized Personnel

Organization Represented

Information Disclosed

Date of Processing/Disclosure of Information

Note: REQUESTING PARTY MUST BE NOTIFIED NOT TO RELEASE THE INFORMATION TO ANYONE ELSE UNLESS PERMISSIBLE UNDER FERPA. WAS SUCH NOTICE GIVEN IN THIS CASE:  Yes ______  No ______

Processed/Disclosed By: ____________________________  ____________________________

Printed Name  Signature

Date of disclosure ____________________________