



Esperanza College

of EASTERN UNIVERSITY

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 ID Number

Student's Signature

Date

Authorized Processing Personnel Signature
☐ Registrar's Office ☐ Office of The Deans

Date

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 _____