



Registration & Records
Enrollment Management Services
333 S. Twin Oaks Valley Road, CRA 3900
San Marcos, CA 92096
760-750-4814
FAX 760-750-3700

FERPA:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." This policy designates the Vice President for Student Affairs as the Compliance Officer for the University. This policy also clarifies secondary roles and responsibilities in University procedures for ensuring compliance.

Note: The Release of Education Record Information will remain active until student submits a written request to remove or cancel permission to recipient.

Submit the completed form to Cougar Central, CRA 3900.

ATTN: Office of the Registrar

For Office Use Only:

Date received: _____

Date processed: _____

Initials: _____

**Family Educational Rights & Privacy Act (FERPA)
PERMISSION TO RELEASE EDUCATION RECORD INFORMATION**

Part I: Requested by (Student)

Last Name: _____

First Name, Middle Initial: _____

Student ID: _____

CSUSM Email: _____

Part II: Release to (Recipient)

I hereby permit the staff in Enrollment Management Services at California State University San Marcos to release my educational record as noted below to the following person:

Print Name _____

Specify Organization or Relationship to Student (e.g., Parent, Guardian, Spouse, etc.) _____

Address _____ City, State Zip _____

Purpose of Release: _____

Education record information to be released: **Student – please initial**

___: All information contained in my educational record

___: Limit release of information to:

___ academic progress, grades, and/or graduation/completion

___ class schedule(s), course load(s)

Student Signature: _____

Date: _____

Resources:

http://lynx.csusm.edu/policies/policy_online.asp?ID=94

<http://www.csusm.edu/dos/studentconsumerinfo.html#ferpa>