
The Family Educational Rights and Privacy Act (FERPA) is federal legislation governing access to, amendment of, and disclosure of student education records.

For a university student 18 years of age and older, FERPA provides that the education records of the student cannot be disclosed without the student's written consent.

The term **education records** means those records directly related to a student and maintained by an educational institution. Such records, therefore, include, but are not limited to, academic, disciplinary/personal, financial and extracurricular.

In order for the university to discuss the education records of a student with that student's parent(s) or a designee, a **Consent to Disclosure** must be completed and signed by the student.

The **Consent to Disclosure** will allow the parent(s), or the individual(s) a student designates, to have access to the education records the student chooses.

Exception: Federal law permits institutions to disclose information to parents of students, under the age of 21, who are involved in alcohol violations.

Information on FERPA can be found in the Saint Mary's University SGPP Catalog and Student Handbook 2007-2009. If more details are required, please contact the Office of the Registrar at tregistrar@smumn.edu.

**Family Educational Rights and Privacy Act
Consent to Disclosure**

I hereby authorize Saint Mary's University of Minnesota, or their designees, to release upon the request of my parent(s) or the person(s) I have designated below, the following education records.

Please check:

- Academic
- Financial

If I have authorized a release of information above, the name(s) indicated below have access to my records.

NAME(S): _____

I understand that I reserve the right to change this Consent to Disclosure at any time during my enrollment at Saint Mary's University of Minnesota.

Name of Student (**please print**) _____

Student Signature

Date

**Return this form to the Office of the Registrar, Saint Mary's University, 2500 Park Ave.,
Minneapolis, MN 55404 or Fax (612) 728-5121**

Rev. 6-0

TWIN CITIES CAMPUS

2500 Park Avenue • Minneapolis, MN 55404-4403 USA
612-728-5100 • Toll-free 866-437-2788 • Fax 612-728-5121 • www.smumn.edu