



# EAST TEXAS BAPTIST UNIVERSITY

ONE TIGER DRIVE ~ MARSHALL, TX 75670 ~ (903) 923-2064 ~ REGISTRAR@ETBU.EDU

## OFFICE OF THE REGISTRAR

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RELEASE OF EDUCATIONAL RECORDS TO THIRD PARTY

East Texas Baptist University is committed to complying with the *Family Educational Rights and Privacy Act* of 1974. Certain student information (called "Directory Information") has been determined as public information under the terms of the act. Directory Information may include release of name, address, telephone number, e-mail address, date and place of birth, photographic images, major field of study, participation in university sports and activities, weight and height of athletic team members, dates of attendance, degrees and awards received, previous educational institutions attended, eligibility for or induction into honors societies programs, etc. **Academic, financial, and disciplinary information may not be released without the express written consent of the student. Complete this form to allow any other person(s) access to your academic, financial, and/or disciplinary information.**

STUDENT'S NAME (Print legibly): \_\_\_\_\_ Student ID \_\_\_\_\_  
First Middle Last Date of Birth \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
Street City State Zip Code

TELEPHONE WHERE YOU CAN BE REACHED: \_\_\_\_\_

- Please allow the following person(s) access to records as indicated below. Records may include but are not limited to:**
- Academic Records - transcript, grades, grade point average, courses taken, and/or courses required.**
- Financial Aid/Business Office Records – financial aid, course load, and statement of account.**
- Disciplinary Records – discipline/housing fines, disciplinary probation, and work assignments.**

RELEASE TO (third party name):

1. \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
First Middle Last
2. \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
First Middle Last
3. \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
First Middle Last

IS THIS A PERMANENT\* RELEASE?  YES  NO      A ONE TIME ONLY RELEASE?  YES  NO

*\*This release is considered permanent until rescinded in writing by the student.*

**PASSWORD - Please list your high school mascot here:** \_\_\_\_\_

**IF SEEKING INFORMATION BY PHONE, THIRD PARTIES WILL BE ASKED TO IDENTIFY THE MASCOT LISTED.**

RELEASE IS FOR (Check all that apply):

- ACADEMIC RECORDS / OFFICE OF THE REGISTRAR & ACADEMIC AFFAIRS
- BUSINESS OFFICE RECORDS / FINANCIAL SERVICES
- FINANCIAL AID RECORDS / FINANCIAL AID OFFICE
- DISCIPLINARY RECORDS / STUDENT SERVICE OFFICE

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*A staff member in the Office of the Registrar must witness the student's signature on this form. The University reserves the right to verify signatures against existing records.*

**THIS FORM MUST BE NOTARIZED IF RETURNED BY MAIL.**

State of \_\_\_\_\_ County of \_\_\_\_\_ Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

My commission expires \_\_\_\_\_

Signature \_\_\_\_\_