FERPA Consent for Disclosure of Education Records

General written consent for a college-age student

What this form does

Discloses only the selected records to the named person for the stated purpose. It does not create portal or payer access; use any school-required form.

Student and institution

Student's full name:

Student identification number:

College or university:

Program or campus:

Records that may be disclosed

- ☐ Academic records, including grades, transcript, registration, and academic standing
- ☐ Financial-aid records, including awards, eligibility, and required documentation
- ☐ Student-account records, including tuition, fees, balances, and payment status
- ☐ Housing and student-life records, including housing status and administrative matters
- ☐ Disciplinary records, if selected by the student
- ☐ Other specifically identified records:

Recipient and purpose

Recipient's name:

Relationship:

Address, telephone, and email:

Purpose of disclosure:

- ☐ Assist with academic, financial, housing, or administrative matters at my request
- ☐ Other:

Duration and signature

- ☐ This consent remains effective until I revoke it in writing.
- ☐ This consent expires on:
- ☐ This consent expires upon:

I understand that I may revoke this consent in writing, subject to disclosures already made in reliance on it. I authorize the institution identified above to disclose the selected records to the named recipient for the stated purpose.

Student signature:

Date:

Campus access and out-of-state checklist

Complete the school's processes

- [ ] FERPA consent or portal designation - confirm exactly which records and people are authorized.
- [ ] Authorized-payer access - set up the bursar or payment portal separately if another person will view or pay the bill.
- [ ] Emergency contacts - verify telephone numbers in the student portal and on the student's phone.
- [ ] Campus health or counseling authorization - ask whether FERPA, HIPAA, or a school-specific consent applies.
- [ ] Insurance and pharmacy - carry current cards and confirm nearby pharmacies and coverage rules.
- [ ] Disability or accessibility services - submit required documentation and releases if applicable.

If the student attends college outside New York

- [ ] Check the college state's advance-directive form and execution rules.
- [ ] Check the college state's Power of Attorney rules and financial-institution practices.
- [ ] Do not assume a relative may or may not witness. Follow the specific state's form and disqualification rules.
- [ ] Ask the school which forms it accepts. A valid general authorization may still need to be filed through a campus process.
- [ ] Consult locally licensed counsel when the state law or family situation is uncertain.

Secure distribution

- [ ] Student keeps an accessible set and the location of originals.
- [ ] Agents and recipients receive only the documents they need.
- [ ] Sensitive files are stored in an encrypted vault, not ordinary shared photos or email.
- [ ] Review the forms after changes in school, state, relationships, health, or finances.

Reminder

A school may disclose certain information without consent in limited circumstances, including some health or safety emergencies and certain dependent-student situations. This checklist is designed to reduce uncertainty; it does not describe every FERPA exception.

Federal FERPA consent requirements: Open official source