

UNI Policies and Procedures: 3.11 Student Records

In order to follow the Family Educational Rights and Privacy Act of 1974 (FERPA), the Culture & Intensive English Program (CIEP) will not share any student's information with anyone that is not a university employee with a legitimate reason to have the information without the student's permission. The CIEP will not share a student's information with another student, a family member, a friend, or any third-party organization without the written consent to share it. If a student wants another person or organization to have access to their CIEP academic information including registration, courses, academic performance, and grades, the student must complete and sign this form. By signing this form, the student gives CIEP permission to release information to the individuals and organizations listed. For more information, please refer to UNI's Policies and Procedures: 3.11 Student Records at <http://www.uni.edu/policies/311> or ask any CIEP staff member.

Release of Information for Individuals

Name	Relation to Student
_____	_____
_____	_____
_____	_____
_____	_____

Release of Information for Sponsors and Organizations

Sponsor or Organization	Contact Person
_____	_____
_____	_____

I give permission to the individuals and organizations listed to receive my CIEP academic information on request for academic, financial, or employment purposes as long as I am enrolled in the CIEP.

Student's name (print): _____

Student's name (signature): _____

Date (month/day/year) : ____/____/____

For Office Use Only. Received by: _____(initials) Date ____/____/____

Student was presented form and declined to sign. Staff initials _____ Date ____/____/____

File Path: T:\Documents\Office Admin\Handbooks\Student Handbooks\CIEP Student Handbook\Student Handbook Appendices

Record in Smartsheet, original copy to student file