



Student Consent For Access To Educational Records

Mailing address: Office of the Registrar | ENMU Station 5 | 1500 S Ave K | Portales, NM 88130

Phone: 575.562.2175 | Fax: 575.562.2566

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their educational records. Students may choose to complete and submit this form to the Office of the Registrar allowing the release of their educational records to specified third parties. Please note that while this form authorizes ENMU to release educational records to third parties, it does not obligate ENMU to do so. ENMU reserves the right to review and respond to requests for release of educational records on a case-by-case basis. For additional information, visit ENMU's FERPA page at enmu.edu/FERPA.

This form must be fully completed and signed by the student.
Records will not be released if any section of this form is not filled out entirely.
Completed forms should be faxed or mailed to the Office of the Registrar.

Student name: _____

ENMU ID: _____ Date: _____

Authorization

Educational Records to be Released (check all that apply):

- Academic information** (GPA, grades, class schedule, registration, academic standing, enrollment status)
- Financial aid information** (awards, application data, disbursements, eligibility, financial aid academic progress status)
- Loan information** (University-maintained loan disbursements, billing and repayment history [including credit reporting history], communication history, balances, collection activity)
- Student account information** (billing statements, charges, credits, payments, past due amounts, collection activity)
- All records listed above**
- Other** (please specify): _____

Authorized Person(s)

Name of person to whom access to records may be provided (use additional pages if necessary) _____	Relationship to student _____
Address(es) of person(s) to whom access to records may be provided _____	
Name of person to whom access to records may be provided (use additional pages if necessary) _____	Relationship to student _____
Address(es) of person(s) to whom access to records may be provided _____	

Purpose of Release

- Family communication**
- Employment**
- Admission to an educational institution**
- Other** (please specify): _____

Acknowledgement and Signature

I understand that 1) I have the right not to consent to the release of my educational records, 2) I have the right to receive a copy of such records upon request, and 3) this consent shall remain in effect until revoked by me, in writing, and submitted to ENMU, but that any such cancellations shall affect disclosures previously made by ENMU prior to the receipt of any such written cancellation.

Student's signature

Date

