Consent for Release of Student Conduct Records

Student Conduct Education and Administration
328 Student Union
405-744-5470
Fax: 450-744-7219
Student.conduct@okstate.edu

Full Name of Student	CWID	Cell Phone #

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) affords students certain rights with regard to their respective education records. In essence, these rights are (1) the right to inspect and review education records, (2) the opportunity to challenge the contents of education records, and (3) the right to exercise some control over the disclosure of information from education records. This form allows release of Student Conduct records, which are considered education records, within forty-five days of receipt or for the duration designated below.

Student Conduct Records to be Released (check one)

- ☐ All Student Conduct Records
- ☐ Specific Student Conduct Record(s). Please specify:_____

Individual/Institution/Agency to Whom Student Conduct Records May be Provided

Name:

Address:

Fax/Email/Phone Number:

Relationship to Student:

Delivery Method (check one)

☐ Verbal (phone/in-person) ☐ Mail ☐ E-Mail ☐ Other:_____

Purpose of Release (check one)

- ☐ Family Communication
- ☐ Attorney Communication
- ☐ Employment
- ☐ Admission to an Education Institution
- ☐ Other:_____

Duration of Release (check one)

- ☐ One-Time Use: This authorization can be used only once.
- ☐ Limited Use: This authorization expires on_____

I understand the I have the right not to consent to the release of my conduct records and that I have the right to revoke this consent at any time by delivery of a written revocation to office of Student Conduct Education and Administration.

_____ _____

Student's Signature Date

This form must be fully completed and signed by the student. Records cannot be released if any section is not completed in its entirety. Completed forms should be submitted to Student Conduct Education and Administration to the address listed above.