

The Family Educational Rights and Privacy Act of 1974 (FERPA)
General Disclosure Consent Form
Georgia Southern University

The Family Educational Rights and Privacy Act of 1974 (FERPA) was designed to protect the privacy of students' educational records and to establish the rights of students to inspect and review their educational records. In accordance with FERPA, as a general rule the prior written consent of the student must be obtained before the school may disclose the student's educational records to a third party.

The Family Educational Rights and Privacy Act (FERPA) requires Georgia Southern University to keep some of your records confidential. Among these are many of your records from offices or groups of Georgia Southern University employees including the following:

Administrators	Bursar's Office (Student Fees)	Office of Financial Aid
Advisors	Faculty	Office of the Registrar

This consent form allows us to release information to your parent(s) or others whom you designate. This consent will remain in effect until you notify us in writing that you wish to revoke it.

I certify that I am 18 years old or older.

I hereby authorize Georgia Southern University to release any of my educational records to any of the following individuals (appropriate identification will be required) upon their written, electronic, telephone, or in person request:

Name of Person (s) To Whom Information Is To Be Released

Relationship (Parent; Guardian; Spouse; Other)

Name of Person (s) To Whom Information Is To Be Released

Relationship (Parent; Guardian; Spouse; Other)

Name of Person (s) To Whom Information Is To Be Released

Relationship (Parent; Guardian; Spouse; Other)

Student's Signature

Date

Date of Birth

Student's Printed Name

Eagle ID

As you progress through your academic career, you may need for us to release FERPA protected information to other undergraduate institutions, scholarship committees, graduate schools, or prospective employers. We can only make these releases of information with your written permission, delivered in person, by courier, facsimile, mail or WINGS (Web Interactive Network for Georgia Southern). You can log into WINGS through your MyGeorgiaSouthern account at (<https://my.georgiasouthern.edu/>).

Return To:
Russell Union
SOAR Information Desk
(during the SOAR Session)

Mail To:
Georgia Southern University
Office of the Registrar
P. O. Box 8092
Statesboro, GA 30460
(after SOAR Session)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act obligates Georgia Southern University to maintain the confidentiality of your educational records. These records include, but are not limited to, academic information such as your grades, grade point averages, course schedules, academic standing, financial aid information, student fees information, advisement information, and many other forms of information maintained by the faculty, staff and administrators. Your transcripts will only be released to a third party upon your authorization, except as required by law.

We will make your academic information available to your parent(s) or guardian(s) if you authorize us to do so. By signing this form, you are granting permission for us to release your records to the person(s) you indicate. We will release your educational records, except for transcripts, upon the written, electronic, telephone, or in person request (appropriate identification will be required) to the person(s) indicated on the other side of the form.

You can view your grades online in WINGS (Web Interactive Network for Georgia Southern). You can log into your MyGeorgiaSouthern account at (<https://my.georgiasouthern.edu/>). If you need a printed copy of your grades, you may print out an unofficial transcript from WINGS or request an official copy from the Office of the Registrar.

We may release directory information to anyone requesting it. Directory information (which consists of name, campus P. O. Box, telephone number, date and place of birth, major, participation in activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational institution attended) is considered public information. Georgia Southern University may publish directory information in printed or online directories, and will, when required, release it to those requesting it pursuant to the Georgia Open Records Act. Students who prefer that their directory information be withheld from publication and release may submit a written request to the Office of the Registrar. The University will honor such requests in a timely fashion, but cannot interrupt or delay the publication of directories or other materials already in process.