



## Office of Student Conduct and Community Standards

East Stroudsburg University

570-422-3461

sccs@esu.edu

# AUTHORIZATION TO RELEASE STUDENT CONDUCT RECORDS

The Family Educational Rights and Privacy Act (FERPA) entrusts the University with protecting your personal information, which includes the information contained in your student conduct file. In order for your information to be released to anyone other than yourself, you must provide written consent. The waiver remains in effect until you revoke the waiver in writing.

1. Name: \_\_\_\_\_ (print name) ID Number: \_\_\_\_\_
2. I, \_\_\_\_\_ (print name) authorize the Office of Student Conduct and Community Standards at East Stroudsburg University to release the following information (select one):
3. ☐ All conduct records  
☐ Limited (specify what records can be released): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Release information to (provide name(s) and contact information): \_\_\_\_\_  
\_\_\_\_\_
5. For the purpose of:  
☐ Information (verbal only)  
☐ Other: \_\_\_\_\_

If not submitting this waiver in person you must include a copy of your Student Identification Card (eCard) or other state issued identification.

If you are requesting a copy of your file the University has 45 days to comply with the request.

This document is an acknowledgment of my voluntary consent and desire to release this information in compliance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.A. §1232g.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date