

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 conduct file. In order for your student conduct information to be released to anyone other than yourself, you must provide written consent. This waiver remains in effect until you revoke the waiver in writing. If not submitting this waiver in person you must include a copy of your Student Identification Card or other state-issued identification. If you are requesting a copy of your student conduct file the University has forty-five (45) days to comply with the request.

Student Conduct Record Release

I, _____ (*print name*) authorize the Office of Student Conduct and Community Standards at East Stroudsburg University to release the following information to the individual(s)/entities listed below.

Conduct Record Information (*choose one option*)

- ☐ All Student Conduct Records
- ☐ Limited - Specify Case Number(s) and/or Information to be Released: _____

Release Information To:

Name: _____

Phone Number: _____ Email: _____

Address: _____

Purpose of Release: (*choose one option*)

- ☐ Information (verbal only)
- ☐ Student Conduct Record Check/Information (written correspondence/form)
- ☐ Advisor Role (for presence in a Student Conduct Meeting only)
- ☐ Advisor Role (for the purpose of a Title IX Formal Hearing only)
- ☐ Other: _____

FERPA Disclosure

By signing my name below I affirm the release of my student conduct information, as designated, to the individual(s)/entities noted above. 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 Name: _____ Student ID #: _____

Signature: _____ Date: _____

Student Conduct and Community Standards

East Stroudsburg University Sycamore Suites, Lower Level
Office Phone: (570) 422-3461 Email: sccs@esu.edu