



University of Maine at Augusta

Release of Information Form

I, _____, hereby authorize and direct the University of Maine at Augusta (a campus of the University of Maine System) to release to the following person(s) the information pertinent to my educational record that I specify below.

Name(s): _____

Address: _____

Relationship to Student: _____

Purpose of this request and release: _____

Student Information

Student ID#: _____

Student Name: _____
(Print - Last, First, Middle Initial)

The information released from my educational record is limited to the following:

- All educational records, documents and information which may be in the possession of the University of Maine at Augusta, or any of its faculty, administrators, employees or agents, and which concern me in any way.

OR specify below by checking those which apply

- Grades
 Financial Aid
 Student Accounts and Billing
 Course Schedule
 Other: _____

This release is valid for one calendar year from date of signature **OR** until _____.
(Please specify date)

I understand that I may cancel or revoke this authorization at any time in writing. **By my signature below, I voluntarily consent to the release of the information specified above.**

(Student Signature)

(Date)

UNIVERSITY OF MAINE AT AUGUSTA

POLICY ON CONFIDENTIALITY - RELEASE OF STUDENT INFORMATION

Note: The federal Family Educational Rights and Privacy Act (FERPA) automatically applies to the education records of all former and continuing UMA students. The education records of individuals starting their first semester at UMA are covered by FERPA as of the following date: August 15 for new fall enrollees, January 1 for new spring enrollees or May 1 for new summer enrollees.

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. Eligible students have the right to inspect and review all of their education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for eligible students to inspect the records. Schools may charge a fee for copies. Eligible students have the right to request that a school correct records believed to be inaccurate and misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record commenting on the contested information in the record. Generally, schools must have written permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, current major, degrees earned, enrollment status, dates of attendance, grade level, sports participation, and athlete's height/weight. However, students may request that directory information be suppressed by contacting the Registrar's Office. If a student chooses to have directory information suppressed, the University will release information to those not authorized under the Act only in emergency situations. Students can make a request that their directory information not be released. Students must submit a "Request to Suppress Directory Information" form (<http://www.uma.edu/assets/docs/registrar/FERPAform.pdf>) to the UMA Registrar's Office. The request will be honored until such time as the student requests otherwise in writing. In the event that such written notification is not filed, the University assumes that the student does not object to the release of the directory information. Augusta: Contact Registrar's Office; Bangor: Contact Office of Admissions and Student Enrollment Services.