



# PACIFIC LUTHERAN UNIVERSITY

## Office of the Registrar

12180 Park Avenue South | Tacoma, WA 98447

P 253.535.7131 | F 253.535.8320 | registrar@plu.edu

## FERPA - Permission to Release Education Records

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), Pacific Lutheran University is prohibited from providing certain information from your student records to a third party. This information includes grades, billing, tuition and fee assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your student records to a third party by submitting a completed *Permission to Release Education Records* form. You must complete a separate form for each third party to whom you grant access to information on your student record. The specified information will be made available only if requested by the authorized third party. The University does not automatically send information to a third party.

Submit this form to the Office of the Registrar in person, by mail, or electronically via PLU email – or complete the online form. Please note that your authorization to release information has no expiration date; however, you may revoke your authorization at any time by sending a written request to the Office of the Registrar. For the third party designee on this form, this release overrides all FERPA directory information suppression previously established for your student records.

By signing below, you agree to release Pacific Lutheran University, its Trustees, Officers, Employees, Agents, and Assigns from any and all liability for release of the below named records/information.

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Education Record Information to Be Released (ALL or specify type(s) of records)

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Purpose of Release

### Requested By (Student):

### Release To (Recipient):

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Last Name

First Name

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Last Name

First Name

---

Student ID Number

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Email

Phone

---

Signature

Date

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Relation to Student