



OKLAHOMA WESLEYAN UNIVERSITY

Student Information Release Authorization

Note: OKWU will accept this document in person in the Student Services Office or by using the secure upload at https://www.okwu.edu/upload/ with an attached, non-expired driver's license or state ID.

In compliance with the federal Family Educational Rights and Privacy Act of 1974 and the Regents' Policy on Access to and Release of Student Education Records, the University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees 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.

With this form, you may grant the University permission to release information about your student records to a third party. You must complete a separate form for each third party to whom you grant access to information on your student records. 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 your completed form to the Student Services Office in person or by upload with a valid ID. 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 Registrar@okwu.edu. NOTE: For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. However, it is University policy not to release certain aspects of student records (e.g., grades, GPA) over the phone or via email.

A. STUDENT INFORMATION

Name (Last, First, Middle Initial):

Student ID Number:

B. THIRD-PARTY DESIGNEE

Name (Last, First, Middle Initial):

Relationship to Student:

Email Address:

Cell Phone Number:

C. INFORMATION RELEASE: Check one or more of the boxes to provide your authorization. Items listed as provided as examples but are not all-inclusive. A release for the particular office provides a full release of information unless otherwise

- Academic record: Grades, GPA, demographic, academic progress status, and/or enrollment information
Student account: Billing statement, charges, credits, payments, past due amounts, credit reporting, communication history, and/or collection activity
Financial Aid: Aid offers, disbursement status, eligibility, required documents, loan status or repayment history, and/or SAP status
Student Development: housing, discipline records, parking, and/or activities
All office and components of your student record.

D. CERTIFICATION

Student Signature

Date