



## FERPA Release of Information and Waiver of Confidentiality

Student Name: \_\_\_\_\_ W#: \_\_\_\_\_

Phone: ( preferred) \_\_\_\_\_

Email: ( preferred) \_\_\_\_\_ @uwyo.edu

Information to be (check one or both)  disclosed to  released from

Name of person or agency: \_\_\_\_\_

W# (if student): \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

- For the purpose of:
- Coordination of treatment services
  - Coordination of academic support for a pregnancy-related condition
  - Student conduct
  - Sexual misconduct investigation
  - Other: \_\_\_\_\_

### Release Options:

- Permission to talk in detail with above-named person and/or agency
- All contents of student educational record
- Limited contents of student educational record related to purpose of release: \_\_\_\_\_
- All contents of third-party record/file
- Limited contents of third-party record/file related to purpose of release: \_\_\_\_\_
- Confirmation of scheduled and/or completed appointments
- Other: \_\_\_\_\_

**Family Educational Rights and Privacy Act (FERPA)** The 1974 Family Educational Rights and Privacy Act is a federal law (20 USC 1232g) that protects the privacy of a student’s educational records. FERPA applies to all educational institutions receiving funds from the United States Department of Education, from kindergarten through university level. Under FERPA, the Dean of Students Office may not share the contents of a student’s education record with anyone other than the student unless the student provides written consent to do so, or under a recognized exception. Exceptions under FERPA include, but are not limited to, a health or safety emergency or an educational need to know.

\_\_\_\_\_ I understand that no disclosure of my records can be made without my written consent unless otherwise provided for in legal statute and judicial decisions.

\_\_\_\_\_ I understand that I am responsible for meeting my academic obligations, and that this release does not authorize the above named to make any educational decisions for me, including, but not limited to, withdrawal from one or more UW courses.

\_\_\_\_\_ I understand that I may revoke this release at any time, except to the extent that action has already been taken upon this release, through written notice to the Dean of Students Office. Unless explicitly stated or revoked, this release will expire twelve (12) months from the signature date.

FERPA Release expiration date: \_\_\_\_\_

**Student Responsibilities in Sexual Misconduct Investigations:**

Not Applicable

I understand that:

\_\_\_\_\_ It is my responsibility to share information regarding the investigation process and the role of the adviser with my adviser.

\_\_\_\_\_ My adviser cannot communicate for me unless authorized to do so by a Dean of Students Office representative, and I should not assume that such authorization will be given.

\_\_\_\_\_ If my adviser does not adhere to their defined role, they may be removed from any meetings, discussions, or hearing process.

\_\_\_\_\_ I will not be contacted after an inquiry is made or information is released to the above-named person and/or agency.

**Role of the Adviser.** The University of Wyoming Student Code of Conduct affords students and student organizations involved in the University investigation process the right to an adviser of their choice. The term “adviser” refers to any individual who was not directly involved in an incident who is providing advice and/or support for a student during the investigation process. All University of Wyoming students are expected to communicate for themselves during any and all investigation meetings. An adviser may not communicate for a student, or address any other individual in an investigation meeting, without authorization from a Dean of Students Office staff member. Additionally, an adviser may not serve as a witness.

A student may consult with an approved adviser, verbally or in writing, at any time during an investigation meeting. Such consultation must take place in a manner that does not disrupt the meeting. If the investigator or Dean of Students representative determines that an adviser’s presence is causing a disruption, the adviser will be given a verbal warning. If the adviser continues to cause a disruption after a verbal warning has been given, the adviser will be instructed to leave the meeting.

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Student Name \_\_\_\_\_ Date \_\_\_\_\_

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DOS Staff Member (print and sign) \_\_\_\_\_ Date \_\_\_\_\_