

FERPA Student Information Release Form

Please complete one form per 3rd party to be authorized

Student CWID: _____

Student Name: _____

(Clearly Print Full Name)

Office Use Only:

Processed By _____

Date _____

I (Student Legal Name Printed) _____, hereby authorize the Colorado School of Mines to disclose, make accessible, and furnish the following information only to the specified 3rd parties below. I understand that this FERPA Student Information Release Form **only applies to in-person or telephone communication**. There is no email or online option or portal for parents or authorized third parties to use to gain access to my personal student information or to order official university credentials.

- Official Transcript (Registrar's Office)
- Current Term Grades Only - Includes Overall GPA (Registrar)
- All Contents of Registrar's Office File (Registrar)
- Attendance Information as Observed by _____ (faculty member)
- Academic Performance as Observed by _____ (faculty member)
- Advising Information Held by _____ (advisor name)
- Judicial Affairs File(s) of the School (Student Affairs)
- Student Accounts Information (Student Receivables)
- Departmental File(s) _____ (name of department)
- Department of Residence Life File(s) (Student Affairs)
- Faculty Recommendation Including g.p.a. and Academic Performance
- Other: - Description _____

3rd Party Authorization:

Only the following third party are authorized with this student information release

Full Name: _____

Address: _____

Phone Number: _____

Security Passphrase

Please choose a security passphrase that will be used to identify the third party person authorized to access your student records. Do not disclose this password to any other third party who are not authorized)

Security Passphrase: _____

These records will be used for the sole purpose of: _____

This release shall be effective unless revoked by me in writing till the following date: _____

Student Signature

Date