

## DEPARTMENTAL FERPA RELEASE

California Polytechnic State University  
San Luis Obispo, CA 93407

### **This release is valid only for the use of the Dean of Students Office**

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to protect the privacy of information concerning individual students by placing certain restrictions on the disclosure of "non-directory information"<sup>1</sup> contained in a student's university records. I understand that I have the right not to consent to the release of my educational records and I have the right to receive a copy of such records upon request.

Name of Student: \_\_\_\_\_ EmplID/SSN: \_\_\_\_\_  
(Please Print)

I, the undersigned, hereby authorize California Polytechnic State University (Cal Poly) to release my personal information to the following Person/Agency:

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

For the purpose of (e.g., providing a recommendation, providing information about, etc.):

\_\_\_\_\_  
\_\_\_\_\_

I understand that this authorization remains in effect from today through \_\_\_\_\_ (Month/Year).  
I also understand that it will be necessary to send a written request to revoke this authorization prior to the date indicated.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

<sup>1</sup>Directory Information consists of the following : name, local address, local telephone listing, email address, place of birth, major, dates of attendance, degrees and awards received, photograph, weight and height of athletic team members, most recent previous educational institution attended, participation in officially recognized activities and sports.