



Student Information Release Authorization

2023/2024

DIRECTIONS: In compliance with FERPA, and the University’s Policy on Access to Student Education Records www.wcu.edu/learn/academic-services/registrar-office/transcripts/ferpa.aspx, the University is prohibited from providing certain information from your student records to a third party, including academic records, test scores, program status, and license application information.

In order for the College of Education and Allied Professions to release information for the purpose of employment and/or teacher licensure, you must complete the following authorization form.

This release authorization is intended for the release of information maintained by the:

College of Education and Allied Professions | 204 Killian Building | Cullowhee, NC 28723 | 828-227-7311 *tel.*

SECTION A: Student Information	
Name (Last, First, Middle Initial)	Student ID Number
SECTION B: Third-Party Receiving Information	
<ul style="list-style-type: none">• Prospective employer;• North Carolina State Department of Public Instruction; and/or• Other entities (i.e., EESLPD).	
SECTION C: Purpose	
Employment and/or teacher licensure.	
SECTION D: Records to be Disclosed	
<ul style="list-style-type: none">• Academic Records;• Test Scores;• Program Status; and/or• License Application Information.	
SECTION D: Certification	
I authorize the College of Education and Allied Professions to disclose and discuss confidential information from my education record with the above third parties, named in Section B, for the purpose of employment and/or teacher licensure.	
This authorization shall be considered as a waiver of any and all of my rights and/or privileges as provided under the Family Rights and Privacy Act of 1974, as amended. A photocopy of this authorization shall be considered as valid as the originally signed document.	
Student’s Signature	Date

* **NOTE:** For the third-party designees named on this form, this release overrides all FERPA directory suppression information that you have set up in your student record.

RETURN by email to rwike@wcu.edu