

# MISSOURI SOUTHERN STATE UNIVERSITY

OFFICE OF THE REGISTRAR

## Authorization to Release Non-Directory Information (FERPA release)

If you are currently enrolled at MSSU, submit your request using the online version accessible on the MSSU Office of the Registrar Online Forms page at [www.mssu.edu/student-affairs/registrar/online-forms](http://www.mssu.edu/student-affairs/registrar/online-forms). The paper copy of this form is to be used by non-currently enrolled students and be accompanied with a copy of government-issued identification.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.). This form authorizes MSSU to release non-directory information to specific individuals or entities, though it does not obligate the institution to do so. This form does not cover request for records from the Student Health Center, Counseling Services, Disciplinary records, Disability Services. Students should contact these offices for such records.

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Student Name (Print): \_\_\_\_\_ Student MSSU ID No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone no: \_\_\_\_\_

I hereby authorize MSSU to release specific or all educational records to the recipient(s).

Recipient name/organization: \_\_\_\_\_

Recipient's Address: \_\_\_\_\_

### Education records to be released (Check all that apply):

- Academic Information (e.g. transcripts, grades, enrollment information etc.)
- Financial Aid Information (e.g. awards, application data, disbursements, eligibility, loan information)
- Bursar's Office information (e.g. billing statements, charges, credits, payments, past due amounts, collection activity)
- All records listed above
- Other (specify): \_\_\_\_\_

### Duration of release: (check one)

- Limited Use: Expires on: \_\_\_\_\_
- Until notified otherwise

**Purpose:**  Family Communications  Educational notification  Employment  Other (specify): \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Signature (if form is not submitted by student or with a photocopy of government issued ID)

**Office of the Registrar Use Only: Date received:** \_\_\_\_\_

3950 E. Newman Rd • Joplin, MO 64801-1595

Ph: 417-625-9389 • Fx: 417-625-3117 • [registrar@mssu.edu](mailto:registrar@mssu.edu) • [www.mssu.edu](http://www.mssu.edu)