

## **Departmental Procedures for Releasing Records to Third Parties**

(To comply with FERPA regulations)

I. Records to which students may be given access may also be released (copies ONLY!) to third parties upon the written consent of the student. To be valid, a student's written consent must include:

1. Identification of the records which may be disclosed;
2. Identification of a person or class of persons to whom disclosure may be made;
3. Time period for which consent is applicable;\*
4. The signature of the student and date of request.

\*If a time period is not provided, the consent form will apply as one time use only for the date received.

II. Students may make their Educational Records accessible to third parties (parents/guardians/others) by:

1. Sharing their GOSOLAR access information with those with whom they wish to provide access (which information may be changed in GOSOLAR if the student later wishes to revoke access); or
2. Submitting a completed/signed *Consent to Release Records To Third Parties* form to the office in which consent is being given (which may be subsequently revoked in writing by the student). Please note that completing this form does not give third parties access to GoSolar.

The consent form (*Consent to Release Records to Third Parties*) is located on the University's Website under Records Access at <http://www.gsu.edu/es/20824.html>.

This form may be used by all university departments, but a separate form must be completed for each department and returned to the office where the records are being requested from. Each department, receiving a signed consent form, should keep the form on file for the life of the student's record.

III. Please note that parents & third parties must follow the same university access policies as students and therefore if open consent is given, it is recommended that a separate access form be used for each access.

IV. To view the complete University Access to Records (FERPA) Policy go to <http://www.gsu.edu/es/20824.html>

