

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), allows students at an institution of higher education to control outside access to their education records. Without a student's written consent, Columbia Southern University may not disclose information from a student's education records to third parties except as provided under FERPA. You can provide a standing release allowing CSU to disclose information to other persons. To do so the following declaration must be completed.

This form, when completed, **authorizes** the person below to view the student's education records. In addition to giving consent, the student must assign a **unique password** for each person he or she authorizes to access his or her records. To authorize more individuals, a separate release form must be completed. **To be able to process the student's request, CSU requires identification, such as a copy of driver's license or social security card to confirm the student's signature on this form.** CSU does not accept photocopied military ID. The student is responsible for communicating the unique password to the person or persons to whom he/she gives consent.

Student Name: _____ ID#: _____
Print Name

I, the above-named student, authorize representatives of Columbia Southern University to disclose information in my education records maintained by the school to the person listed below.

Person's Printed Name: _____

Person's Relationship to Student: _____

Student's Unique Password:

It is the student's responsibility to create and communicate this password.

I understand that this release is in effect until signed revocation is received by the University.

Student Signature: _____ Date: _____

Columbia Southern University utilizes various forms of automated technology communication with students. For quality purposes, CSU may monitor and/or record these communications. By submitting the Request to Revoke Directory Information Release, students and/or their representatives are consenting to monitoring and/or recording of such communications to include, but not limited to, phone, email, and text messaging.