



STUDENT AUTHORIZATION TO RELEASE EDUCATION RECORD FORM

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
(Please Print)

I understand that the Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of my student education records and that the Peabody Institute of the Johns Hopkins University may only release these records to third parties with my prior written consent or as otherwise permitted by law. Intending to waive my right of confidentiality, I consent and direct the Peabody Institute to release information from my education records to the following person/agency (identify name, address, and telephone number of person/agency to receive information):

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

I, the undersigned, hereby authorize the Peabody Institute to release the following educational records and information (identify records or types of records below – i.e., Academic Affairs, Student Affairs, Financial Aid, etc.):

\_\_\_\_\_

These records are being released for the purpose stated below:

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

I understand further that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; and (3) that this consent shall remain in effect until revoked by me, in writing, but that any such revocation shall not affect disclosures previously made by the Peabody Institute prior to the receipt of any such written revocation.

By signing below, I hereby authorize the Peabody Institute to release my education record information as specified above. Further, I agree to release, indemnify, and hold harmless the Peabody Institute, its employees, officers, and agents, from all liability for damages of whatever kind which may result on account of the Institute’s compliance, or any attempts to comply, with this authorization.

Student’s Signature: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Student’s Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

Special Note to Recipient of the Education Record:

Please be advised that the recipient of records under this authorization may not disclose information from education records without the prior written consent of the student or as permitted by law.

OFFICE USE ONLY:

Request received on: \_\_\_\_\_ Date

Received by: \_\_\_\_\_ Print Name

## Select Information Related to Disclosures of Student Education Records from The Johns Hopkins University Notification of FERPA Rights

The Johns Hopkins University complies with the Family Educational Rights and Privacy Act of 1974 (“FERPA”). Students at the Johns Hopkins University have a number of rights regarding their education records. Two of these include 1) having access to their education records, and 2) consenting to release a record to a third party. The following information presents selected sections of the policy that are particularly relevant to student authorization to release a record to a third party. **Please refer to the information online at <http://web.jhu.edu/registrar/FERPA> .**

Student education records are confidential and may only be released with consent of the student or as otherwise permitted by law. The Johns Hopkins University does not maintain education records in one central office. Education records are maintained in the various departments, schools, or colleges. **Examples of academic and non-academic student education records located at the Peabody Institute include without limitation:**

**Academic Records:** Permanent record of academic performance (e.g. transcript, including supporting documents) maintained by the Conservatory Registrar’s Office; files of academic progress maintained by the Academic Affairs Office; admission files of students maintained by the Conservatory Admissions Office.

**Non-Academic Records:** Files related to Financial Aid, Residence Life Office, International Student Services records, student accounts in the Business Office; student issues and/or student discipline matters in the Student Affairs Office; employment files of students who are employed because of their student status (e.g. work-study, graduate assistantship/fellowship).

Only information directly relevant to the educational processes of the university or which is voluntarily offered by the student and accepted from the student shall be included in student education records. Specifically ***excluded from such students education records*** are certain medical and mental health information; sole possession records or private notes; records created and maintained by Campus Police solely for law enforcement purposes; employment records of students; alumni records.

The university may disclose student education records with the **prior written consent** of the student. **A student may authorize access to third parties to review the student’s education record by completing a written and dated authorization form which specifies the information to be released, the reasons for the release, and to whom the information is to be released.**

**The university may disclose** information in the following circumstances **without the prior written consent** of the student: to the parents of a dependent student, as defined in the Internal Revenue Code (The parent must sign, and provide to the university, a written statement confirming that the student is a dependent; the statement must be accompanied by a copy of the parent’s most current tax return which reports the student as a dependent.); to persons or organizations providing the student financial aid; to appropriate parties in a health or safety emergency; to appropriate parties as permitted by the federal law which permits the disclosure of disciplinary violations involving the use or possession of alcohol and/or a controlled substance to parents or legal guardians; and to appropriate parties in other circumstances as permitted by law.

**Education records will only be disclosed to third parties if they are advised not to redisclose the information to others without the prior written consent of the student or as permitted by law.**