



MIAMI  
UNIVERSITY

THE GRADUATE SCHOOL  
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December 2, 2002

To: Directors of Graduate Study  
Chairs of Graduate Departments

From: Bob Johnson, Associate Provost and Dean of the Graduate School 

Re: FERPA Release

At a recent seminar on employment law the speaker stated that it was a violation of FERPA to offer any information about a student's academic or employment performance over the phone or in writing without the written approval of the student. Robin Parker has developed a generic FERPA release form for your use.

### FERPA RELEASE

I, \_\_\_\_\_ do hereby give my consent for Miami University  
(Name of Student)

and \_\_\_\_\_ to release information from my education records,  
(Name of Specific Individual(s))

including but not limited to information regarding my student employment as a

\_\_\_\_\_ to anyone ( or to a specific individual or company).

This release remains in effect unless revoked by me in writing.

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

\_\_\_\_\_  
Date