

PERMISSION TO RELEASE EDUCATION RECORD INFORMATION

Any student wishing to release his or her education records must complete this form, listing the specific records the student wishes to release, **and return the completed form to the Office of General Counsel**. Records will be made available within forty-five (45) calendar days of receipt of this form. Please refer to the University's "FERPA Student Records Policy" at https://policy.nd.edu/assets/283326/ferpa_08.01.2018.pdf for complete information regarding FERPA.

Please note:

- *Requests for records must be specific. Searches will not be conducted for requests for "All Records."*
- *Notre Dame Transcripts must be requested directly from the Office of the Registrar.*
- *Non-Notre Dame transcripts must be requested directly from the institution attended.*
- *Score reports (e.g., SAT, GMAT) must be obtained by contacting the testing entity directly.*

Requested By (Student):

Release To (Recipient):

LAST NAME FIRST NAME

LAST NAME FIRST NAME

NOTRE DAME NET ID OR LAST 4 DIGITS OF SSN

ORGANIZATION/SCHOOL

OTHER NAMES USED AT NOTRE DAME

ADDRESS

DATE OF BIRTH

CITY, STATE, ZIP

SCHOOL/COLLEGE ENROLLED

PHONE NUMBER

YEAR/EXPECTED YEAR OF DEGREE

EMAIL

INDICATE THE **SPECIFIC** EDUCATION RECORDS REQUESTED:

Purpose of Request:

I give permission for the appropriate University of Notre Dame representative to release the specified information to the recipient listed above

STUDENT SIGNATURE

DATE OF REQUEST