

**SHIPPENSBURG UNIVERSITY OFFICE OF STUDENT CONDUCT**  
*Authorization to Release Student Conduct Information*

**The Family Educational Rights and Privacy Act (FERPA)** affords certain rights to students concerning the privacy of, and access to, their student conduct records. Students may choose to complete and submit this form to the Dean of Students Office, allowing the release of their student conduct records to specified third parties. Please note that while this form authorizes Shippensburg University to release student conduct information to third parties, it does not obligate Shippensburg University to do so. Such education records are maintained as confidential and, except for a limited number of special circumstances listed in FERPA regulations, will not be released to a third party without the parent/student's prior written consent.

For more information about FERPA, visit Shippensburg University's website: <http://ship.edu>.

**Name of Student**

\_\_\_\_\_

**Student ID #** \_\_\_\_\_

**Address of Student**

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

**Cell Phone Number**

\_\_\_\_\_

**Person(s) to whom student conduct records may be provided:**

**Name:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean of Students or Designee

\_\_\_\_\_  
Date

*Form not valid without signatures.*

Note: This information will be accessible to the above designees from the date of signature by the student owner, unless otherwise indicated. The student must notify the Office of Student Conduct in writing to remove designated persons from this list.