



Permission to Pick Up Records

FERPA: The Family Educational Rights and Privacy Act

FERPA is a Federal Law designed to protect the privacy of a student's education records. The Law applies to all institutions of higher education which receive funds under applicable programs of the U.S. Department of Education. This act protects your personal information from distribution to third parties. With limited exceptions, Texas State University must have a signed acknowledgement from you before personal information can be released to a third party (i.e. spouse, parent, employer, etc.).

Student Name: _____

TXST ID: A

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This form is your signed consent for Texas State University to release the indicated educational records to the individual identified. One form is required per authorized individual.

I _____ the undersigned, hereby authorize Texas State University to release the following educational records to the designated individual or entity listed below (check all that apply):

- Official Transcript
- Diploma

Designated Individual/Entity

Name: _____

Address: _____

Phone: _____

Relationship: Parent/Guardian Spouse Other _____

By signing this authorization, I am waiving my rights of nondisclosure of my student records under FERPA to the person or entity specifically listed herein. I hereby release and hold harmless Texas State University from any and all claims and liabilities that may arise from my instructions, including unauthorized viewing of my information by unintended recipients of mail or fax transmissions.

Student Signature: _____ Date: _____

Copy of Student's photo ID must accompany this form to verify signature.

FOR OFFICE USE ONLY:

Received By: _____

Recipient Signature: _____

Date: _____