



Dean of Students Office

California State University San Marcos

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Tel: 760.750-4935

www.csusm.edu/dos

dos@csusm.edu

DEAN OF STUDENTS OFFICE PERMISSION TO RELEASE

NOTE: This release of information will remain active until student submits a written request to remove or cancel permission to recipient. *The individual(s) named on this release are not permitted to speak or act on behalf of the student.*

Information: The Family Educational Rights & Privacy Act (FERPA) (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 9) is a Federal Law that protects the privacy of student education records. The law applies to all schools that received funds under an applicable program of the US Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Instructions: Completed FERPA Release must come from the student directly via email, USPS, or in person (Administrative Building, 1200).

Student Name: _____

Student ID: _____ CSUSM Email: _____@csusm.edu

RELEASE TO: I hereby permit the staff of the Dean of Students Office in California State University San Marcos to release my educational record as noted below to the following person(s):

Full Name(s): _____

Relationship to Student / Organization: _____

Purpose of release: _____

EDUCATION RECORD INFORMATION TO BE RELEASED:

- ☐ Student Conduct/Disciplinary Records
- ☐ Records related to a Cougar Care Network referral, the presenting concerns, and the intervention plan
- ☐ All educational records maintained in the Dean of Students Office
- ☐ Please release only the following information

Student Signature: _____

Date: _____

For Office Use Only:

Date Processed: _____

Staff name: _____