



Disability Support Services California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096

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## PERMISSION TO RELEASE EDUCATION AND DISABILITY RELATED INFORMATION

**NOTE:** The Release of Education and Disability Related Information will remain active until student submits a written request to remove or cancel permission to recipient.

**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 forms are accepted by the Office of Disability Support Services located in Craven Hall 4200. The FERPA Release must come from the student directly via email, mail, fax, or in person.

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Student ID: \_\_\_\_\_ CSUSM Email: \_\_\_\_\_@cougars.csusm.edu

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

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) - \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) - \_\_\_\_\_ - \_\_\_\_\_

Relationship to Student / Organization: \_\_\_\_\_

Purpose of release: \_\_\_\_\_

### EDUCATION RECORD INFORMATION TO BE RELEASED:

All educational records maintained in my Disability Support Services file including disability documentation, approved accommodations, academic records, and correspondence.

Please release the following information: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only:

Date Processed:

Staff Initials:

Revised June 18, 2019