



Office of Title IX/DHR

California State University San Marcos

333 S. Twin Oaks Valley Road

San Marcos, CA 92096

Tel: 760.750.6020

www.csusm.edu/title9

www.csusm.edu/dhr

Office of Title IX/DHR 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 forms are accepted by the Office of Title IX/DHR located in Administrative Building 3200. The FERPA Release must come from the student directly via email, mail, fax, or in person.

Student Name: _____

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

RELEASE TO: I hereby permit the staff of the Office of Title IX/DHR 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:

- ☐ Investigation Reports and Associated Formal Documents
- ☐ Records related to a Title IX/DHR Consultation
- ☐ Please release only the following information

Student Signature: _____

Date: _____

For Office Use Only:

Date Processed: _____

Staff Initials: _____