



The Family Educational Rights and Privacy Act of 1974 (FERPA) prevents UW-Stevens Point from disclosing most information related to an individual student without written consent. While UWSP may disclose certain directory information items without written consent, it is not uncommon for the Office of the Registrar to receive requests about students that include items that are not part of directory information, or to list students who have restricted the release of directory information. Club sport eligibility verifications/certifications will not be processed by the Office of the Registrar unless the written consent requirement is met, either 1) within the sport's verification/certification form itself, or 2) completion of this Club Sports Certification Supplemental FERPA release.

Directions:

If your club's eligibility certification/eligibility form does not include a written consent/signature space for individuals to release information connected to their student record, use this supplemental form in addition to your club's form.

Have everyone listed on the club's verification/certification form complete all fields. Signatures must either be handwritten or submitted through DocuSign, using UWSP email accounts. While it is preferred that one form includes all members, it is acceptable to have multiple forms if that helps facilitate the collection of signatures.

The Office of the Registrar will not complete any verification/certification forms unless all individuals listed on the form have provided written consent. A new form should be submitted with each certification request.

The document may be refused if signatures appear to be falsified.

