Office of the Registrar
University of Wisconsin-Stevens Point

Student Records Release
FERPA Consent

Current and former UW-Stevens Point students may use this form to permit administrative offices and academic units at the University to release specified educational information that is otherwise protected by the Family Educational Rights and Privacy Act (FERPA) to specified third parties. **The form must be completed, signed and submitted (by UWSP email or in-person), for each release of information requested.**

1   Your Contact Information

Name as it appears on your UWSP student records

First Name	Middle Name	Last Name	

Current name (if different from above):

First Name	Middle Name	Last Name	

Email (UWSP, if current student)	Telephone	Student ID	Date of Birth

2   What information do you want UW-Stevens Point to release? Be specific.

Grades, exam scores, class work, etc.
Grade Point Averages
Evaluations of internships, externships, practicums, etc.
Other (specify):

3   Recipient Contact Information

First & Last Name	Relationship to you *(parent, employer, etc.)*	Organization *(if applicable)*

How do you want this information sent? (choose one)		
To this email address:	To this fax number:	To this mailing address:

4   My signature confirms I have read and understand the following:

I understand that this is a "single use" request. For multi-semester access, use delegate access in accesSPoint. This written consent overrides all FERPA restrictions I have placed on my UWSP account that would otherwise prevent the release of specific information.

I understand that I may not be notified when the above information is released to the designated recipient.

I attest that I am requesting this release of my educational record and confirm that all information entered above is accurate. I authorize the UW-Stevens Point office receiving this request to release this information to the designated recipient.

Signature (in pen) or submit via UWSP email account   Date

Office of the Registrar | 101 SSC, 1108 Fremont St, Stevens Point, WI 54481 | 715-346-4301 | registrar@uwsp.edu