

**THE UNIVERSITY OF MONTANA - MISSOULA**  
**CONSENT TO DISCLOSE STUDENT EDUCATION RECORDS**  
**(Form to be completed and signed by student)**

If any person other than you needs or will need access to your education records as maintained by The University of Montana, complete this form and return it to the Griz Central or the Registrar's Office, Room 201, Emma Lommasson Center. Other University officials may take this form directly from the student and forward to the Registrar's Office. *(This form must be signed by the student in the presence of a university employee, or if being completed elsewhere, the form should be signed in the presence of a notary public and notarized before being forwarded to The University. The form may be faxed or scanned into a pdf so long as the notary information can be viewed.)*

**Federal Law and Student Academic Records**

Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA defines the requirements for access to and release of student education records. Student education records are generally defined as records that are directly related to a student and are maintained by an educational institution. The University of Montana has designated certain parts of a student's education record as "Directory Information," which may be disclosed to third parties without the student's written permission unless the student requests non-disclosure at the Registrar's Office. Student education records include, but are not limited to, course grades, billing records, and disciplinary records.

In general, education records that are not designated Directory Information may be disclosed only to the student unless the student provides written consent to disclose those records to other persons. However, disclosure of non-directory information may be made to (1) to parents or legal guardians of a student who is under 21 years of age and has been disciplined by the college for any alcohol or drug policy violations, and (2) to parents or legal guardians of a student who is in a health and safety crisis.

**Montana Law and Student Academic Records**

MCA 20-25-515. Release of student records. Montana Code Annotated (MCA) is very specific with regard to student academic records. "A university or college shall release a student's academic record only when requested by the student or by a subpoena issued by a court or tribunal of competent jurisdiction. A student's written permission must be obtained before the university or college may release any other kind of record unless such record shall have been subpoenaed by a court or tribunal of competent jurisdiction."

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I, \_\_\_\_\_ Student ID Number 790 - \_\_\_\_\_ - \_\_\_\_\_.

hereby give my permission to the University of Montana to release my education records to the following person(s). **This release shall remain in effect until I submit a separate written request to the Registrar's Office to change or rescind this consent to disclose my education records.**

NAME	RELATIONSHIP
1. _____	_____
2. _____	_____
3. _____	_____

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

**Registrar's Office Use Only:**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_