



Office of the Registrar FERPA Waiver Form

Instructions: This form is to be used by the student to grant access to their education records to other entities besides themselves, such as a parent, spouse, etc. When completing this form, please print all items clearly to allow for correct processing.

The College maintains two types of student education records: directory information and other student records. Directory information is considered public information and may be released by the College upon request, in accordance with existing law. Any student who does not wish directory information released must submit the appropriate documentation indicating such with the Office of the Registrar.

In signing this waiver, I, _____, give access of all academic records at West Virginia University at Parkersburg to the individual(s) listed below. I hold the authority to revoke this waiver at any time.

- | | | |
|----|------|--------------|
| 1. | | |
| | Name | Relationship |
| 2. | | |
| | Name | Relationship |
| 3. | | |
| | Name | Relationship |
| 4. | | |
| | Name | Relationship |

I understand that this request is **permanent** and will remain in effect until I request in writing that the name(s) be removed.

Student name	Student signature*
Student ID or SSN	Date

Witnessed by: _____ **Date:** _____
WWUP Employee signature

**This form should be completed in person with the Registrar's Office. Students will need picture identification and should not sign the form until in the presence of a WVUP employee. If this form is not filed in person, the signature and stamp of a Notary Public is REQUIRED (see below).*

STATE of _____, COUNTY OF _____

Taken, Subscribed and Sworn before me this _____ day of _____, _____.

My commission expires _____.

 Signature of Notary Public

For the Registrar's Office Use Only	
Processed by: _____	Date: _____

Please return this form to the Registrar's Office.