

This form should be used on a case-by-case basis - not as a general release of ALL a student's records (ie. parent wants student's grade report for Fall 2014). This form should be submitted by the student each time a parent wants access to a specific record at a specific time. This form does not give a parent access to Student Information Online (SIO).

Consent to Release Information to Parent or Family Member

Pursuant to the Family Educational Rights and Privacy Act of 1974, students should use this form to allow information or documents relating to academic standing, actions, appeals, personal information, etc. to be released to a family member. Please fill out this form, sign and date. Return this form to The HUB, Warner Hall, Lower Level.

Student Andrew ID: _____

Student Name: _____
Last/Family, First and/or Preferred, MI

CONSENT TO RELEASE INFORMATION

I, _____ *Student's Name* hereby authorize Carnegie Mellon University and those acting on its behalf, to release to _____ *Family Member Name* (_____ *Relationship to Student*) the information or documents listed below, which relate to my academic standing as a student at the university. I understand that this includes but is not limited to any information which may be deemed to be personally identifiable information from my student education records pursuant to the Family Educational Rights and Privacy Act of 1974 or may otherwise be protected under other applicable laws.

INFORMATION TO BE RELEASED

- Grade report for (specify semester): _____
- Unofficial academic record
- Student tax forms and W2's
- Statement of Student Account for (specify year): Fiscal year _____ Past fiscal year _____

SIGNATURE & MAILING INFORMATION

Student Signature: _____ Date: _____
mm/dd/yyyy

This information will be delivered to recipient via U.S. Postal Service. It will not be e-mailed or faxed.

Family Member Name: _____

Recipient Mailing Address: _____
Street Address

City, State, Zip, Country (if not US)