

Carnegie Mellon UNIVERSITY REGISTRAR'S OFFICE

UNIVERSITY REGISTRAR'S OFFICE

Lower Level, Warner Hall
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http://www.cmu.edu/hub

This form should be used on a case-by-case basis (ie. Parent wants student's grade report for Fall 2008). 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 On-Line (SIO).

Consent to Release Information to Parent or Family Member

Pursuant to the Federal 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. Release must be renewed every semester.

CONSENT TO RELEASE INFORMATION

I, _____
STUDENT'S FULL 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 Federal
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): _____
- Transcript
- Student tax forms and W2's
- Statement of Student Account for (specify year): Fiscal year _____ Past fiscal year _____

SIGNATURE

Student Signature: _____ Date: _____

Student ID Card Number: _____ Student Andrew ID: _____

NOTE: This information will only be given when requested by the above listed family member and will be delivered to recipient via U.S. Postal Service. It will not be e-mailed or faxed. Family member must request information in order for it to be sent.

Recipient Mailing Address: _____
STREET ADDRESS

CITY

STATE

ZIP CODE

COUNTRY (Other than U.S.)