



REGISTRAR'S OFFICE ■ 2000 Clayton State Blvd ■ 239 Edgewater Hall ■ Morrow, GA 30260-0285
Phone: 678-466-4145 ■ Fax: 678-466-4169 ■ www.clayton.edu

Permission to Release Education Record Information (FERPA):

In compliance with the federal Family Educational Rights and Privacy Act of 1974, Clayton State University is prohibited from providing certain information from your student records to a third party (including parents, spouses, and other family members). Information on grades, class attendance, course progress, class schedule, billing, tuition and fee assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information if protected under FERPA.

You may at your discretion, grant Clayton State University permission to release information about your student records to a third party by submitting and completing the information below. **This is a one-time release and is valid only the date indicated below.**

Requested By (Student)

Last Name

First Name

Laker ID

Date

Released To (Recipient)

Last Name

First Name

Relationship to Student

Date

Student's Signature

Date

Employee Releasing Information:

Name (please print)

College/Department

University Employees – please forward the original copy of this completed form to the Registrar's Office.