



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's Continuing and Professional Education Department 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

 Date Released To (Recipient)

 Last Name First Name Relationship to Student

 Student's Signature

 Date Requested by Student

 Name (please print) of Continuing and Professional Education
 employee processing request

 Date Employee Releasing Information

Continuing and Professional Education employees:
 Please keep original copy of release form in the student file.