



Family Educational Rights and Privacy Act of 1974 (FERPA) Release of Information

The UW Independent Learning Student Services office may receive requests for information contained in a student's file from a third party such as a parent of the student. UW Independent Learning complies with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1231g ("FERPA"). In accordance with that law, the University may not release this information without the written consent of the student, subject to the exceptions specified under FERPA. You may obtain information about Student Rights and Responsibilities under FERPA on the Independent Learning web site <https://il.wisconsin.edu/policies.aspx#education-rights>. If you do not have access to the internet and would like more information about FERPA, please contact us at 1-877-895-3276 or (608) 262-2011.

Disclosure of Directory Information

UW Independent Learning may disclose any of the items listed below without the student's prior written consent, unless the Independent Learning Student Services Office is notified in writing to the contrary. All other student academic information is considered confidential and will not be released, with certain exceptions, without the student's written permission.

UW Independent Learning, in compliance with the Family Educational Rights and Privacy Act of 1974, has designated the following items as directory information:

- Student Name
- Address
- Email Address
- Telephone Number
- Date of Birth
- Designation of School or College (year in school)
- Enrollment Status (part/full time)
- Major field of study
- Participation in official activities and sports
- Height and weight of athletes
- Dates of Attendance
- Degrees, Graduation dates (incl anticipated dates)
- Awards received including academic awards
- Previous institutions attended

You may, at your discretion, grant the UW Independent Learning Student Services office permission to release student information to a third party by submitting a completed "Release of Information" form. The completion of this form is only *authorization* to view or discuss academic and accounting information. The information will not be automatically sent to a third party. This form is not a request for grades or a substitute for obtaining a transcript.

The "Release of Information" form allows UW Independent Learning to communicate more openly with parents and others – in person, by phone, by email, or by mail – about a student's academic and financial records. BY COMPLETING AND SIGNING THIS FORM, STUDENTS GRANT UW INDEPENDENT LEARNING PERMISSION TO DISCUSS OR DISPLAY ANY INFORMATION REGARDING THEIR ACADEMIC RECORD WITH SPECIFIED PARTIES UNTIL THE EXPIRATION DATE THE STUDENT LISTS ON THE FORM, UNLESS THE STUDENT WITHDRAWS THIS AUTHORIZATION IN WRITING. IF NO EXPIRATION DATE IS LISTED, CONSENT REMAINS IN EFFECT UNTIL IT IS WITHDRAWN IN WRITING BY THE STUDENT.



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Release of Information Form

Please note: This form is optional. Consent does not give authority to make changes to the student’s records.

I agree that information relevant to my education records at UW Independent Learning may be released to the following parties (check all that apply):

- Parents/Guardians (please specify) _____
- Other Family Member(s) (please specify) _____
- Current or Potential Employers (please specify) _____
- Other (please specify) _____

I am authorizing UW Independent Learning to release information in the following areas (check all that apply):

- Academics
- Financial
- Personal
- Other (please specify) _____

This consent is valid through _____ (date)
(if no expiration date is listed, consent remains in effect until it is withdrawn in writing by the student)

I understand the information presented in the above document and I have retained a copy of this document for my records.

Student Signature

Date

Student Name (Please Print)

Phone Number

Please return this form to:

- By Mail: UW Independent Learning Student Services Office
5602 Research Park Blvd, Suite 300
Madison, WI 53719-1245
- By Fax: (608) 262-4096
- By Email: il@uwex.edu