



**LOYOLA
UNIVERSITY
CHICAGO**

**Department of Student Life
Office of Judicial Affairs**

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Student Consent to Disclose Education Records

(To be completed by the student)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records created or maintained by a school that receives Federal funds. Students who attend Loyola University Chicago (LUC) retain the right of privacy of their education records. LUC may provide access to a student's education records to a third party if the student provides written consent using this form or as provided in FERPA and LUC policy available in the *Student Handbook*.

I am/was a student at LUC. I hereby give my voluntary consent for LUC officials to disclose the following education records maintained under my name: [Specifically describe the records to be disclosed, e.g. "complete disciplinary history," "all information on case [blank]," "judicial outcome, only of case [blank]," etc.]

The disclosure of the records listed above may be made to _____
for the purpose of _____.

Name During Enrollment: _____ Student ID #: _____

Student Signature: _____ Date: _____

NOTARIZATION REQUIRED

(If the student does not personally appear)

State of _____

County of _____

I, _____, a Notary Public for said County and State, do hereby certify that

_____ personally appeared before me this day and acknowledged the due execution of this instrument and, being duly sworn by me, made oath that the statements in the foregoing instrument are true. Witness my hand and official seal, this _____ day of _____, 20 ____.

OFFICIAL SEAL

Signature of Notary Public

My Commission Expires: _____

LUC VERIFICATION OF STUDENT IDENTIFICATION REQUIRED

(If the student personally appears)

The above-named student personally appeared before me and I verified the student's picture identification.

Employee Signature: _____ Date: _____