



**Office of Student Conduct & Conflict Resolution (OSCCR)**

**Loyola University Chicago**  
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## Permission to Release Education Record Information

*To be completed by the student and submitted to OSCCR*

The Family Educational and Rights Privacy Act (FERPA) of 1974, as amended, requires that institutions obtain a student's written consent for the purposes of releasing personally identifiable information including, but not limited to, their conduct history with the University. This form is to be used to provide written consent for the release of non-directory information, specifically identified below.

"I am/was a student at Loyola University Chicago. I hereby give my voluntary consent for Loyola officials to disclose the following education record information maintained under my name."

*Specifically describe the records to be disclosed, (i.e., "Complete disciplinary history", "All information regarding case number [XYZ]", "Outcome and sanctions only for case [XYZ]", etc.)*

**Requested By (Student):**

LAST NAME

FIRST NAME

MIDDLE INITIAL/NAME

DATE

LOYOLA ID NUMBER

**Release Information To (Recipient):**

LAST NAME

FIRST NAME

RELATIONSHIP TO STUDENT

ORGANIZATION/SCHOOL (if applicable)

*\*Note: for multiple recipients, please submit multiple forms*

Please state the purpose of this request to release information:

**I give permission to the OSCCR staff to release the specified information as indicated on this form to the recipient listed above. I understand this request is valid for 1 year, unless I designate a different end date here:**

STUDENT SIGNATURE

**\*\*If this form is submitted electronically, it must be received from the student's Loyola email account.  
Completed forms should be sent to [osccr@luc.edu](mailto:osccr@luc.edu)**

OFFICE USE ONLY

Action taken:  Accepted  Declined

DATE

BY WHOM (PROFESSIONAL STAFF ONLY)