

Tulane University

AUTHORIZATION FOR RELEASE OF INFORMATION

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, Tulane University does not disclose student records without prior consent of the student. In addition, any disclosure of a student's education records to a third party, even in accordance with the student's consent, is at the discretion of the University and is not required by FERPA. Certain records are viewed on-site rather than issued to third parties.

My signature on this release form permits the University to discuss my records as indicated with the person(s) named below.

The following records may be released (select one):

- | | |
|---|---|
| ☐ Academic Records | ☐ Financial Aid Records |
| ☐ Accounts Receivable Records | ☐ Student Affairs Records, including student conduct |
| ☐ Other, please specify: _____ | |

*This release does not apply to Campus Health records. Release of medical records occurs after treatment is provided and requires execution of the *Authorization for the Release of Confidential Health Information*. To learn more about privacy and confidentiality visit <https://campushealth.tulane.edu/policies/confidentiality>.

Purpose of Disclosure: ☐ Personal ☐ Academic ☐ Legal

This Authorization remains in effect until revoked by me in writing.

Today's Date: _____
Full Name: _____
Tulane ID #: _____
Signature: _____

You may release information from my records to:

1. Name: _____ Relationship: _____
2. Name: _____ Relationship: _____
3. Name: _____ Relationship: _____

Return completed form in person, along with Tulane ID, to the relevant office or email the form to the address below. Your Tulane email address must be used to submit the FERPA release form electronically.

Records Requested	Office Name and Location https://admission.tulane.edu/map	Email address and Phone Number
Academic Records Newcomb-Tulane College Undergraduates	Newcomb-Tulane College Advising 100 Mussafer Hall, Building #9	advising@tulane.edu 504-865-5798
Academic Records School of Professional Advanced (SoPA) Students	School of Professional Advancement Dean's Office 204 Richardson Building, Building #5	Michaela Williams, Director of Advising mwilli2@tulane.edu 504-865-5555
Academic Records Graduate and Professional Students	School or Program Office, various (consult program website)	Various (consult program website)
Financial Aid Records	Office of Financial Aid Gibson Hall, Suite 130, Building #1	FADOCS@tulane.edu (504) 865-5723
Accounts Receivable Records	Accounts Receivable Office Gibson Hall, Suite 327, Building #1	acctrec@tulane.edu (504) 865-5368
Student Affairs Records	Division of Student Affairs Lavin-Bernick Center for University Life: Garden Level Room G03, Building #29	student.affairs@tulane.edu (504) 314-2188