

Permission to Release Education Record Information

Students may authorize the release of their education record information to a third party on either a onetime or an on-going basis. Authorizations for release of information on an on-going basis will remain valid for one year following the student's last enrollment in a University of Oklahoma health academic program or until canceled in writing by the student at any time. If you have any questions about this policy, please contact the Office of the Registrar Health Campus.

Office of the Registrar Health Campus**Mail:** 920 Stanton L. Young Blvd., Suite 2450

Oklahoma City, OK 73104-5036

Phone: (405) 271-2359**Fax:** (405) 271-2480**Email:** registrar.health@ou.edu**RELEASE INFORMATION**

Student Name (Last, First, Middle)

Student ID

Date of Request

I authorize the release of my information to:

Name

Relationship (e.g. parent, prospective employer)

Mailing Address:

Purpose of the release of information

Send an official transcript of my academic record upon request to the party named above

Student conduct conversation with the party named above

Send an Enrollment Verification form to the person named above

Student Accommodations Services and related needs

General conversation with the party named above

Advising Appointment

AUTHORIZATION

This authorization is valid for this request only.

This authorization should remain valid for one year after my last term of enrollment at the University, unless I revoke it before that time.

Student Signature

Date

Student Email

Student Phone Number

NOTARY (REQUIRED IF MAILED)

If unable to deliver in person, the following section must be completed by a Notary Public and mailed to the address below:

State of _____ County of _____

On this ____ day of _____, 20____, _____ personally appeared before me whose identity I proved on the basis of _____, to be the signed of the above instrument.

Notary Public _____

Commission Expires: _____

Commission Number: _____

ADMINISTRATIVE USE ONLY

Received By

Date

Driver's License

Student ID

Other