



**Authorization to Release  
Education Record Information to  
a Third Party**

In signing this form, you grant Roberts Wesleyan College permission for the third party named below to have access to information in your education records (i.e., grades, billing, schedule, and other non-directory information). This form will be valid until graduation from RWC or submission of a written request revoking access. If only one parent should be granted permission to information in your education records, give only the name of the one to whom permission is granted.

The completion of this form is mandatory in order for Roberts Wesleyan College to be in compliance with FERPA\* laws. Any information contained in education records will not be released to any third party (i.e., parents, guardians, spouses) unless this form has been signed and submitted to the Registration Office.

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I hereby authorize Roberts Wesleyan College to release information in my education records (i.e., grades, billing, schedule, and other academic non-directory information) to:

Student Name (please print) \_\_\_\_\_

Name(s) and/or Company to release information: \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\*The Family Educational Rights and Privacy Act of 1974 is a federal law that protects the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**Please return completed form to the Registration Office – Rinker Community Service Center – Lower Level  
2301 Westside Drive Rochester, NY 14624 Fax 585.594.6925**