

**WASHINGTON AND LEE**  
**UNIVERSITY**

Permission to Release Academic Records

Washington and Lee University upholds the protection of student education records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Other than directory information and the release of records for the use of W&L school officials with a legitimate educational interest, Washington and Lee will generally disclose student education records only with the written consent of the student. Exceptions in certain situations, where the University retains discretion under FERPA or is authorized under any superseding law to disclose such records without consent, are outlined at <http://registrar.wlu.edu/policies/ferpa.htm>.

It is W&L's policy to release specific academic and other personally identifiable information to third parties outside the University only if there is a specific signed authorization, absent circumstances constituting a recognized consent exception under the law. By signing this form, I am giving permission for the faculty and staff of the Teacher Education Program at Washington and Lee University to disclose and discuss information contained in my education record with the licensure personnel at the Virginia Department of Education for the purposes of my teacher licensure. This permission will remain in effect unless/until I provide the Teacher Education Program at Washington and Lee University with a written revocation of permission.

I understand my rights under the Family Educational Rights and Privacy Act and the University's Student Education Records Guidelines. (<http://registrar.wlu.edu/policies/ferpa.htm>)

Student's printed name: \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this form to the Teacher Education Office.**