APPENDIX B
Policy on Disclosure of Student Records

(This form is for use by non-students who seek access to education records.)

To obtain educational records from a FERPA Gatekeeper, fill out items 1-9 of this form and give to the appropriate gatekeeper listed on Appendix A. If your request is approved, you may then be asked for additional information.

1. **Name of requestor:** ______________________________________________________
2. **Department:** __________________________________________________________
3. **Contact Information (phone, email, campus +4):** ____________________________
4. **Records requested (describe):** __________________________________________
   __________________________________________________________
   __________________________________________________________
5. **Purpose for seeking records:** __________________________________________
   __________________________________________________________
   __________________________________________________________
6. **Have you considered seeking student consent?** (explain) ______________________
   __________________________________________________________
   __________________________________________________________
7. **Requestor’s Signature:** ____________________________ (Date)
8. **Signature of Vice President or Dean:** _________________________________
9. **Gatekeeper to whom request submitted:** _________________________________ (Date)

Name of gatekeeper handling request: _________________________________________

Request is:  □ Approved  
□ Denied  
□ Approved with modification

Explanation of action: _________________________________________________________

Gatekeeper signature: _______________________________________________________