

**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):***

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