

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):

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