

**Southern Wesleyan University**

**Request for Disclosure of Confidential Education Record to a Third Party**

The **Family Educational Rights and Privacy Act of 1974, as amended (FERPA)** annual statement is accessible at [www.swu.edu](http://www.swu.edu) under Student Privacy. The following categories of personally identifiable information from a student's education records have been designated as directory information that may be disclosed for any purpose without the student's written consent: name, local and permanent address, email addresses, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards (including scholarships) received, participation in officially recognized activities and sports, and weight and height of members of an athletic team.

Students may withhold the disclosure of directory information to third parties who are not identified as exceptions on the FERPA Annual Notification. A signed, written request for non-disclosure must be submitted by the student to the attention of Office of Academic Records, 907 Wesleyan Dr., PO Box 1020, Central, SC, 29630, where the request will be maintained for a maximum of one calendar year.

Southern Wesleyan University may disclose non-directory, protected information from the education records of a student to any third party for which the student provides written consent. Non-directory information may also be disclosed to a student's parent or legal guardian if the student is named as a dependent on tax documents maintained by the Financial Aid Office.

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I permit Southern Wesleyan University to disclose my education records to the following individual(s). This permission will remain in effect until I submit a signed, written revocation of this consent to the Office of Academic Records.

Student's name (print) \_\_\_\_\_ SWU ID \_\_\_\_\_

Name of recipient (print) \_\_\_\_\_

Relationship of recipient to the student \_\_\_\_\_

Name of additional recipient (print) \_\_\_\_\_

Relationship of recipient to the student \_\_\_\_\_

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

