



Office for Equity & Compliance
Loyola University Chicago

Granada Center, Suite 403
6439 N. Sheridan Road | Chicago, Illinois 60626
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Permission/Request to Release Education Record Information

2022-2023 | *To be completed by the student and submitted to the Office for Equity & Compliance***

The Family Educational and Rights Privacy Act (FERPA) of 1974, as amended, requires that institutions obtain a student's written consent/request for the purposes of releasing educational records, including, but not limited to, information related to their involvement in OEC processes. This form may be used to request release of records to a third party or to request a private review of one's own records, in accordance with [Loyola's FERPA policies \(www.luc.edu/ferpa\)](http://www.luc.edu/ferpa).

Please specifically describe the records to be disclosed **and** the purpose for the release:

Requested by (Student's first and last name):

Released to (Recipients's first and last name):

Loyola ID Number

Relationship to student (write "self" if requesting review)

I am/was a student at Loyola University Chicago, and I hereby give my voluntary consent for Loyola officials to disclose educational record information maintained under my name. I give permission to the OEC staff to release the specified information as indicated on this form to the recipient listed above. I understand this request is valid for 1 year, unless I designate a different end date here:

STUDENT SIGNATURE

STUDENT'S LUC EMAIL

DATE

**If this form is submitted electronically, it must be received from the student's LUC email address, if applicable.

OFFICE USE ONLY

Action taken:

Accepted

Uploaded to Maxient

DATE COMPLETED

BY WHOM (OEC STAFF ONLY)