

# Authorization to Release Information

---

Return this completed and notarized form to the Registrar's Office in person or by mail.

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA, or the Buckley Amendment), which requires that colleges and universities protect the privacy of student records, it is Kenyon College's policy NOT to release non-directory information to anyone other than the student, unless the student has given us express written permission to do so. Please note that this limitation includes parents and guardians. If you would like anyone other than yourself to have access to your information, please complete this form. Check the boxes below to indicate which type(s) of information you authorize to be released. **If you do not complete this form, information will not be released to anyone other than yourself.**

For this form to be valid, the student must sign in the presence of a notary public (who will acknowledge the signature).

---

## AUTHORIZATION

I, the undersigned, authorize Kenyon College to release any information from the categories checked below to the person(s) I designate on this form for the purpose so stated. I understand that this form is only valid **one year** from the date it is completed; I must complete a new Authorization to Release Information form each year that I attend Kenyon College or if I wish to change or rescind any permissions on this form. **Please check ALL boxes that apply.**

\_\_\_\_\_  
Student name (printed)

\_\_\_\_\_  
Student ID or Social Security Number

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

- Financial Aid. *Financial Aid Office*
- Official Transcript. *Registrar (Note: No grades will be released over the phone; a signed request is required. A fee will be charged.)*
- Class Schedule. *Registrar*
- Academic Progress and/or Progress Reports. *Academic Advising and/or faculty advisor*
- Conditional Enrollment Information. *Academic Advising*
- Disability Services Information. *Student Accessibility and Support Services*
- Disciplinary Action Information. *Student Affairs*
- Housing Information. *Residential Life*
- Athletics (varsity athletes only). *Athletics*

Purpose of release:

Any purpose

Other (please specify details) \_\_\_\_\_

---

## RELEASE OF INFORMATION

Release information to the following people. (All information must be provided.)

Name and Address (#1): \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Choose a four-digit number to use for verification purposes (required): \_\_\_\_\_

Name and Address (#2): \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Choose a four-digit number to use for verification purposes (required): \_\_\_\_\_

Signature of notary: \_\_\_\_\_

If additional space is needed, please attach another sheet and provide the above information.

---

**Kenyon College**  
*Office of the Registrar*

Kenyon College  
Edwards House  
Gambier, Ohio 43022-9623  
740-427-5122