



CAPELLA UNIVERSITY

# Authorization to Release Information to a Third Party

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords learners certain rights with respect to their educational records. One of these rights is the right to limit disclosure of personally identifiable information contained in a learner's education records. In order for Capella University to honor a verbal or written request for information by anyone other than the individual learner, a signed authorization must be on file.

Therefore, I \_\_\_\_\_, iGuide ID, \_\_\_\_\_ authorize  
*(first and last name)*

Capella University to release information to RECORDS DEPOSITION SERVICE, INC. of  
*(name of person or agency)*

PO BOX 5054, SOUTHFIELD, MI 48086-5054 P: 248-357-3330 F: 248-357-3337 for the  
*(street address) (city) (state) (zip)*

purpose of DISCOVERY BEFORE TRIAL.

I authorize release of the following information (please specify):

\_\_\_\_\_  
\_\_\_\_\_

I understand that this authorization remains in effect from \_\_\_\_\_ (month/year) through \_\_\_\_\_ (month/year). It will be necessary to send a written letter to revoke this authorization prior to the expiration date indicated.

I understand that by submitting this authorization, I am waiving my rights of nondisclosure of these records under federal law only as to the persons specifically listed. This release does not permit the disclosure of these records to any other persons or entities without my written consent.

This completed form must be signed and dated by the learner and submitted via fax or mail to Capella University.

### Learner Information

iGuide ID: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<p><b>Phone &amp; Fax</b>  US <b>1-888-CAPELLA</b> (227-3552), option 2  INTL 1-612-977-5000, option 2  FAX 1-612-977-5058</p> <p><b>Address</b>  Capella University  225 South 6<sup>th</sup> Street 9<sup>th</sup> Floor  Minneapolis, MN, 55402</p>	<p><b>Hours</b>  Monday - Friday 7:30 am – 7:30 pm, CST  Saturday 9:00 am – 5:00 pm, CST  Sunday 11:00 am – 5:00 pm, CST</p>
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