

**University of Oregon
Education Records Policy**

The Family Educational Rights and Privacy Act (FERPA) and state law afford students certain rights regarding their education records. Summarized, they are:

- The right to inspect and review the student's records. The student may request to review his/her records by submitting a written request to the registrar or other school official having custody of such records;
- The right to seek amendment of the student's records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Requests for amendment of records must be in writing and describe the specific portions of specific record(s) the student wishes to have amended, text or instructions as to the change desired, and reasons why the change is justified;
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except for when consent is not required by FERPA. FERPA does not require a student's consent when disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the university has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities.
- FERPA also allows universities to disclose a student's directory information without consent, but the student may request that his/her directory information not be released. If the student wishes to make such a request, s/he must do so according to the procedures outlined in Directory Information Restriction.
- The right to file a complaint with the Department of Education, Family Compliance Office, concerning alleged failures by the university to comply with the requirements of FERPA.

**Consent to Release Education Records
Disclosure of Education Record Information**

The University of Oregon shall obtain written consent from students before disclosing any personally identifiable information from their education record. Such written consent for disclosure must: (a) specify the record(s) to be released; (b) state the purpose of the disclosure; (c) identify the party or class of parties to whom disclosure may be made; and (d) be signed and dated by the student. All such consents shall be maintained in the education record of the student.

In accordance with state and federal laws, I hereby consent to the release of my University of Oregon educational records as stated below:

Specific Records to be release: _____

Purpose for the release: FOR DISCOVERY BEFORE TRIAL

Party of class of parties to whom the records are being released: **RECORDS DEPOSITION SERVICE, INC.**
PO BOX 5054 **P: 248.357.3330**
SOUTHFIELD, MI 48086 - 5054 **F: 248.357.3337**

Printed Name: _____ UO ID No. _____

Signature: _____ Date: _____

University of Oregon

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