

The University of Idaho shall obtain written consent from students before releasing any personally identifiable information from their education record. Such written consent for release must:

- Specify what record information is to be released.
- State the purpose for release.
- Identify the party to whom the information/record will be released to.
- Be personally signed and dated by the student.

A consent form must be completed for each time records are requested to be released. Requests will be maintained as part of the student record. Holds may prevent release of records.

RECORD REQUESTED (CHOOSE ONE):

<input type="checkbox"/> Proof of current enrollment (no SSN)	<input type="checkbox"/> Transfer credit verification
<input type="checkbox"/> Online/non-traditional courses verification	<input type="checkbox"/> Graduation application confirmation
<input type="checkbox"/> Non-Attendance verification	<input type="checkbox"/> Degree confirmation prior to award
<input type="checkbox"/> Military ID/Insurance enrollment verification Your expected graduation term: _____	<input type="checkbox"/> Degree confirmation after awarded (\$5 fee*) Contact Graduation Services about fee payment
<input type="checkbox"/> Non-UI form, please describe what the form is:	

DESCRIBE THE PURPOSE/NEED FOR THE RECORD:

ISSUE RECORD TO (INDICATE BELOW): OR Issue to Student for Pickup with ID

Name of Person: _____

Company/Organization: _____

SEND BY (choose one):

Email: _____

Mail; Complete Address: _____

In accordance with state and federal laws, I hereby consent to the release of my University of Idaho educational records as indicated above.

Student Name: _____ ID: _____

Email: _____

Current students must use VandalMail

 **Personal Signature:** _____ **Date:** _____

REGISTRAR USE ONLY

Completed by _____ Date _____ Records _____

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