

Name: _____ Date: _____ UTC ID: _____

Authorization to Disclose Information in Education Records Pursuant to FERPA

The University of Tennessee at Chattanooga
UTC Records Office, 125 University Center
615 McCallie Avenue, Dept. 5155
Chattanooga, TN 37403

To be reviewed and completed by the STUDENT:

I understand that my education records are protected by the Family Education Rights and Privacy Act of 1974, and they may not be disclosed without my consent. I hereby authorize the University of Tennessee at Chattanooga faculty members teaching courses in which I am currently (or was) enrolled and the Offices of the Bursar, Financial Aid, Records, and Student Development to release any personally identifiable information from my education records to the individuals designated below.

Name: _____
Email Address: _____
Mailing Address: _____
City/State/Zip: _____
Telephone: _____

Name: _____
Email Address: _____
Mailing Address: _____
City/State/Zip: _____
Telephone: _____

Once this request is processed, the individuals listed above will be sent an **email with the appropriate PIN** to be used when requesting information on this student. If an email address is not provided, a formal letter will be mailed. UTC email is the official method of communication with students.

To be completed by the STUDENT in the presence of a NOTARY:

The above information will be released with my FULL CONSENT. I understand that this authorization remains in effect from today through ____/____/____ (month/day/year). Written notification is required to revoke this authorization prior to the expiration date indicated above.

Print Name: _____

UTC ID: _____

Student Signature: _____

Date: _____

To be completed by NOTARY:

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public: _____

My Commission Expires: _____

Return completed ORIGINAL form to the UTC Records Office.

To be completed by the STUDENT to REVOKE previous authorization:

I, _____ (full name), hereby revoke the Authorization to Disclose previously submitted to the UTC Records Office.

Student Signature: _____

Date: _____