



# RELEASE OF EDUCATIONAL RECORDS - EXCHANGE PROGRAM

Office of the Registrar      1409 Walnut Grove Avenue, Rosemead California 91770      phone: 626.571.8811 fax: 626.571.1413

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In accordance with the Family Educational Rights and Privacy Act (FERPA), University of the West will not disclose student educational records without written consent of the student, except as permitted under FERPA regulations.

**Exchange Students are required, as part of the exchange agreement, to allow release of all educational records to school officials at their home university.**

**Exchange Students:** please sign this form and return to the Registrar's Office to approve the specified release of your educational records to your home college.

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**I hereby authorize University of the West school officials to release  
my educational records to school officials at**

\_\_\_\_\_   
Name of Home University

**This information will include, at a minimum, grades and attendance. In addition, school officials may request information regarding my conduct, well-being, and other information as needed.**

**This release does not permit the disclosure of these records to any other persons or entity without my written consent except as allowed under FERPA regulations.**

\_\_\_\_\_   
Student's Printed Last Name, First Name

Student ID#: \_\_\_\_\_

\_\_\_\_\_   
Student's Signature

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