



FERPA Privacy Waiver Information Release Form

Student's Name (Last, First, MI)–please print

Student's KSC ID#

Add/Edit Designees*

1. Enter the *First and Last Name* of the individual who can contact the Keene State College on your behalf. You may designate up to three (3) different individuals.
2. For each designee, select the type of information you wish to disclose.
3. Please sign, date and return this form either by email, fax or in person to the Enrollment Management Office.

Remove Designees

1. Select **REMOVE** this Designee next to the designee you wish to remove.
2. Please sign, date and return this form either by email, fax or in person, to the Enrollment Management office. This will immediately cancel your designee's privilege to request information about you from Keene State College.

Learn more about FERPA Privacy Waiver <http://www.keene.edu/administration/policy/detail/ferpa/>

☐ I have read and understand my rights as they pertain to the *Family Educational Rights and Privacy Act* (FERPA)

I agree to disclose or remove permission for the information below to the following designee(s) on: **Starting Date:** _____

First Name	☐ Financial Aid Info	☐ ADD this designee
Last Name	☐ Student Account/Billing Info	☐ REMOVE this designee
Relationship	☐ Registration/Grade Info	
	☐ Conduct Info	
	☐ Health & Wellness Info	
	☐ Residential Life Info	
First Name	☐ Financial Aid Info	☐ ADD this designee
Last Name	☐ Student Account/Billing Info	☐ REMOVE this designee
Relationship	☐ Registration/Grade Info	
	☐ Conduct Info	
	☐ Health & Wellness Info	
	☐ Residential Life Info	
First Name	☐ Financial Aid Info	☐ ADD this designee
Last Name	☐ Student Account/Billing Info	☐ REMOVE this designee
Relationship	☐ Registration/Grade Info	
	☐ Conduct Info	
	☐ Health & Wellness Info	
	☐ Residential Life Info	

Student's Signature

Date

Please return this form to the Keene State College Enrollment Management Office
Elliot Center Room 259 or by emailing it to Samantha.Bisignano@keene.edu

* Designee will remain in effect from the date indicated, until authorization to remove Designee has been submitted.