


## What FERPA Means

FERPA is a federal law that protects your education records. University of Maryland Global Campus (UMGC) cannot share your information with anyone (including parents, school, or military contacts) unless you give written permission using this form.

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### How to Complete the Form


#### 1. Student Information

- Enter your full name (printed)
  - Provide your Student ID number
    -  This ensures your records are matched correctly
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#### 2. Select Records to Release

Check all records you want shared, such as:

- Transcripts
- Financial Aid
- Student Accounts (billing/payment)


 **Important:** Only the boxes you check will be released—nothing else.

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#### 3. Purpose of Release

Select why you are sharing your records:

- PGPCS
- Parent access
- Other (you can write in a reason)

 This helps the university understand the context but does not limit release once authorized.

#### 4. Recipient Information

Provide:

- Full name of the person or organization
- Contact information (email, phone, etc.)

👉 **Critical:** Records will **ONLY** be shared with this specific person—no one else.

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#### 5. Choose the Timeframe

Select how long the permission lasts:

- One-time release
- Until a specific date
- Until 6 months after your last term (recommended for ongoing needs)

👉 If no valid timeframe is selected, delays may occur.

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#### 6. Sign and Date

- You must **sign and date the form**  
👉 Without a signature, the form is **not valid**
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#### ⚠️ Important Things to Know

- This form **only allows information to be shared**  
👉 It does **NOT** allow someone to act on your behalf
  - You can **cancel (revoke)** permission at any time in writing
  - Incomplete forms (missing recipient, signature, or records) will **delay processing**
  - For official transcripts, you may still need to order them separately
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### **Submission Options**

You can submit the form by:

- Email
- Docusign

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### **Key Takeaway**

To avoid delays, make sure:

- ✓ You clearly select records
- ✓ You list a specific recipient
- ✓ You choose a timeframe
- ✓ You sign and date the form