



Office of the University Registrar
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Authorization to Disclose Academic Information to Parents or Guardians

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (F.E.R.P.A.)

Annually, Clark Atlanta University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which CAU intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

This authorization may be cancelled at any time, in writing with the Office of the University Registrar.

Name of Student: _____ Student ID Number: 900 _____
(Please Print)

In accordance with FERPA, Clark Atlanta University will disclose to parents or guardians information from the academic records of a student provided CAU has a file written consent of the student. Please sign below and return to the Office of the University Registrar if you consent to CAU to release to your parents or guardians your educational records.

Student Signature

Date

By signing this form you indicate that you are aware that this authorization will remain in effect until rescinded in writing by you.

With this authorization, I give Clark Atlanta University permission to discuss my educational records, as defined by the Family Educational Rights and Privacy Act (FERPA), with the following people:

Name Relationship to Student Phone Number

Name Relationship to Student Phone Number

Name Relationship to Student Phone Number

For Office Use Only:

Processed By: _____ Date: _____