

**Harding University  
Office of the Registrar**

**ACADEMIC STUDENT RECORD PRIVACY RELEASE FORM**

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**Student's Name:** \_\_\_\_\_ **H#** \_\_\_\_\_

As an enrolled student, you are protected against the release of confidential information according to the Family Educational Rights and Privacy Act of 1974 (referred to as FERPA and/or the Buckley Amendment). Harding University has identified the following items as directory information and permission is not needed to release this data: name, campus address, permanent address, e-mail address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, achievements, academic awards, honors, most recent previous educational agency or institution attended, social clubs, academic clubs and societies. **Students may at any time request that the directory information not be released to any one by notifying the Office of Student Life in writing. All other academic record data may be released only by written permission from the student. Official transcripts must be requested in writing from the Registrar's Office.**

To release information to or to discuss information contained within the academic record, such as grades, with anyone other than the student, students are required to provide written permission. Students should be aware that mid-term and final grades will not be mailed to the students. Students may access grades on the website through Pipeline, the secure website for students and faculty/staff, after grades are posted by the faculty.

To have final grades for the semester mailed to parents, guardians, scholarship grantees, or employers, students should complete the following information and sign the request. **A transcript will only be sent upon a separate, written request by the student.**

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**Permission to Provide Grades to Parents, Guardian, Scholarship Grantee or Employer**

**If approved by the student, only final grades for the semester will be mailed to the following.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

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**I, (student) \_\_\_\_\_, understand that I am giving permission to have my final grades for the semester mailed to the above address at the end of the semester. This notice is in effect during my current continuing enrollment only.**

**Student's Signature:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **Term/Year Signed:** \_\_\_\_\_