

Instructions for filling out the Release of Information Form

This form tells Central Washington University who we may speak with regarding your file. If you do not fill out this form, we cannot legally share information about your study abroad experience with ANYONE according to FERPA (Family Educational Rights and Privacy Act.) Filling out this form allows you to protect your privacy and have control over your records.

1. On the top line of the form, write your name.
2. **INITIAL** next to the individual information that you will allow us to release, **OR** initial "All of the Above."
3. **If you would like us to be able to share your information**, please list specific names of each person we may speak to on the line beginning "with." You may list parents, siblings, friends you trust, university officials, a spouse, or whoever you think may need access to it. We may not speak with anyone without your written permission, so we will not speak with anyone not on this list.

If you would NOT like us to be able to share your information, please write "Do not disclose my information" on the line beginning "with."

4. Remember to sign the form, write your birth date, and the current date.
5. **You must include specific dates for the form to be official.** "Forever" and "until graduation" are not acceptable. Many students make the release in effect from the day they sign to one month after they return, but you may give permission for as long as you like.

