



Student Academic Support Services Center
Dartmouth College
6064 Carson Hall, Suite 125, Hanover NH 03755-3529
Tel: (603) 646-2243
Fax: (603) 646-6166
Email: Undergraduate.Deans.Office@Dartmouth.Edu

Release of Information Authorization

Permission for the Undergraduate Deans Office to share confidential student information with one or more third parties.

Except under rare circumstances, the Undergraduate Deans Office (U.D.O.) does not discuss or share personally identifiable, confidential information from student records with third parties without the student's written consent. This practice is substantially based on a federal privacy law (FERPA) that protects students' privacy rights (see <https://student-affairs.dartmouth.edu/policy/family-educational-rights-and-privacy-act-ferpa>). "Third parties," in this case, primarily refers to persons who are not Dartmouth College employees. Please note; permission to share information does not compel the institution to do so.

If you want U.D.O. to share personally identifiable, confidential information about you with a third party, please complete the following form. Responses will be made in a manner and timeframe that complies with FERPA.

Your Full Name:

Student ID Number:

Your Telephone Number:

Permanent Address:

Full name(s) of the person(s) with whom you would like U.D.O. to share or discuss confidential information:

Full contact information for the person(s) above (mailing addresses, e-mail addresses and telephone numbers):

Please provide a clear statement of the purpose of your permission. The description should include the information you wish to be shared (can be unlimited or limited to certain subjects or items):

Duration and/or expiration date of your permission:

Today's Date:

Your signature:

You may rescind your permission at any time in writing. A completed consent form allows us to release information, but does not obligate us to do so nor does it obligate us to provide information to a third person in the absence of a request from that person.