

## **AUTHORIZATION TO RELEASE CONDUCT RECORDS**

Name of Student (Last, First, Middle Initial)	Banner ID or BlazerID	Date of Birth
Student Local Phone Number	Student Email Address	

"The Family Educational Rights and Privacy Act of 1974," as amended ("FERPA") affords certain rights to students concerning the privacy of, and access to, their education records, including conduct records. Students may choose to complete and submit this form to the Office of Student Conduct & Outreach allowing the release of their conduct records to specified third parties. Please note that while this form *authorizes* UAB to release conduct records to third parties, it does not *obligate* UAB to do so. UAB reserves the right to review and respond to requests for release of conduct records on a case-by-case basis.

By completing and signing the form, students are granting permission to UAB and your specified third parties to disclose and/or discuss the contents of your conduct records.

For additional information, please visit the <u>UAB Student Records Policy</u>.

Individual(s)/Institution(s)/Agency(ies) to Whom Conduct Records May be Provided					
Name (use additional pages if necessary)					
Address					
rudiess					
Phone Number/Fax Number/Email (list any that are applicable)		Relationship to Student			
Duration of Release (check one)					
☐ One-Time Use: This authorization can be used only once.					
☐ Limited Use: This authorization expires on					
Purpose of Release (ch	eck one)				
☐ Family Communica	ly Communications				
□ Employment		☐ Admission to an Educational Institution			
□ Other (please specify):					
Delivery Method (check one)					
☐ Hand-Delivery	□ Mail	□ E-Mail	□ Other (please spec	ify):	
I understand that (1) I have the right not to consent to the release of my conduct records, (2) I have the right to inspect					
any written records released pursuant to this authorization, and (3) I have the right to revoke this authorization at any					
time by delivering a written revocation to the Office of Student Conduct & Outreach.					
Student's Signature				Date	

Note: The form must be fully completed and signed by the student. Records cannot be released if any section is not completed in its entirety. Picture ID is required with submission of this form. If mailed or faxed, an enlarged copy of the ID with a signature is required. Completed forms should be submitted to the Office of Student Conduct & Outreach via hand-delivery (303 Hill Student Center), fax (205-975-9733), e-mail (studentconduct@uab.edu), or mail (HILL 303, 1720 2ND AVE SOUTH, BIRMINGHAM, AL 35294-1150).

Created February 2020