



STUDENT CONSENT FOR ACCESS TO EDUCATION RECORDS
THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
OFFICE OF CIVIL RIGHTS AND TITLE IX

Last Revised August 17, 2022

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Name of Student (Last, First, Middle Initial): Student ID: Date:

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. Students may choose to complete and submit this form to the Office of Civil Rights and Title IX allowing the release of their education records to specified third parties.

SECTION A. Education records to be released (check all that apply):

- Case Status (information related to where a specific case may stand within the office or investigation process)
Case Notes (written notes or correspondence received or sent by the University related to a case)
Case Resolution (information related to the case resolution, including responsibility, rationale, and sanctions as appropriate)
All records listed above
Other (please specify):

SECTION B. Person(s) to whom access to education records may be provided:

Name(s) of person(s) to whom access to records may be provided (use additional pages if necessary)
Address(es) of person(s) to whom access to records may be provided Relationship to Student

SECTION C. Duration of release (check one):

- One-Time Use: This authorization can be used only once.
Limited Use: This authorization expires on:

SECTION D. Purpose of release (check one):

- Family Communication
Care Coordination
Support/Advocacy
Other (please specify):

I understand that (1) I have the right not to consent to the release of my education records, (2) I have the right to inspect any written records released pursuant to this consent, and (3) I have the right to revoke this consent at any time by delivering a written revocation to the Office of Civil Rights and Title IX.

Student's Signature (Date)

Instructions for completing this form:

- 1. The form must be fully completed and signed by the student. Records cannot be released if any section of this form is not filled out entirely.
2. Completed forms should be submitted to the Office of Civil Rights and Title IX via email at civilrights-titleix@charlotte.edu., faxed to (704) 687-8150, or mailed to the Office of Civil Rights and Title IX, 9201 University City Blvd., Charlotte, NC 28223. Questions about this form may be directed to the Office of Civil Rights and Title IX at (704) 687-6130.
3. Note that this form relates only to the Office of Civil Rights and Title IX records and not to other education records held elsewhere at the University.
4. Any records released pursuant to this form may be redacted to prevent disclosure of personally identifiable information about another student.

This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.