



Western New Mexico University – Student Information Release - FERPA

A FERPA Release Authorization Form is used by current or former students to authorize Western New Mexico University (WNMU) to disclose educational records or personally identifiable information to a designated individual or organization. Requests are processed in accordance with university policy and the Family Educational Rights and Privacy Act (FERPA). **A completed form must be accompanied by a valid government-issued photo ID, such as a driver's license, to verify the student's identity or WNMU Student ID. Students are responsible for providing accurate information when completing this form. This form must be sent to the Registrar Office through the student's WNMU email.**

Student Information:

Student Name:		WNMU Student ID:	
Student's WNMU Email Address:		Student's Other Email Address:	
Start Date of Release:		End Date of Release:	

I hereby give consent to Western New Mexico University to release records and other information covered by the Family Rights and Privacy Act of 1974 (FERPA). I understand that by signing this form my records and financial information can be released without my knowledge to the individuals listed below.

The person[s] listed below have permission to access records and information maintained by the Offices selected below:

Select all that apply:

Athletics – Eligibility	
Business Office - Student Account Information	
Student Health Services – Disabilities	
Financial Aid Office- Financial aid awards.	
Housing Office - Account and Assignment Information	
Registrar's Office - Academic Transcripts, Enrollment Certificates, Class Schedules, and Academic File.	

The information maintained by the selected Offices may be released to the following person(s):

Name of Person Receiving Records:		Relationship to Student:	
Name of Person Receiving Records:		Relationship to Student:	
Name of Person Receiving Records:		Relationship to Student:	

Student Signature:

Student's Signature:		Date:	
Electronic submission of this document constitutes signature. I agree:			

RETURN the COMPLETED and SIGNED form to:

- Email: registrar@wnmu.edu; Phone: 575-538-6118
- Mail: 1000 W. College Ave., PO Box 680, Silver City, NM 88062
- Be sure to complete all REQUIRED sections with SIGNATURE and date.
- Any Student Information Release Form that DOES NOT INCLUDE required signatures or completed required fields will be denied upon submission to registrar@wnmu.edu.