

Permission to Release Education Record Information

One Time Use

Complete this form and submit it to the appropriate University of Baltimore employee or office to release your student record information to a third party on a one-time basis only. For example, this form should be used to request a recommendation letter, or to allow a University of Baltimore employee to have a single conversation with your parent, spouse, employer, etc. about your private student record information. You must specifically list below exactly what the University of Baltimore employee can share in the disclosure, such as grades, GPA, etc. Transcript requests and enrollment verifications will not be honored on this form; refer to [transcript and information request](#) for the appropriate form.

Requested by (student name): _____

Student ID number: _____

Release to (recipient Name): _____

Organization/School: _____

Address: _____

City/State/Zip: _____

In accordance with FERPA regulations ([ferpa information](#)),

I give permission for (name of University of Baltimore employee): _____
to release the specified information below.

Purpose of release: _____

Student Signature: _____ **Date:** _____

The University of Baltimore employee disclosing information to fulfill this request must send a copy to records@ubalt.edu upon release of the information. No student information beyond what the student indicated above may be released.