



UNIVERSITY
of HAWAII®
HILO

RELEASE OF INFORMATION FORM
OFFICE OF THE ASSOCIATE VICE CHANCELLOR
FOR STUDENT AFFAIRS AND DEAN OF STUDENTS

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records at Fairfield University. The University of Hawaii-Hilo may not disclose information in a student's education records to anyone without the permission of the student, unless disclosure is permitted by an exception set forth in FERPA, 20 U.S.C.A., Sec. 1232 et seq. By completing and signing this form, you the student are granting permission to University of Hawaii-Hilo officials to disclose and/or discuss the contents of your education record maintained by the Office of the Associate Vice Chancellor for Student Affairs and Dean of Students.

My student record may be disclosed and/or discussed with the following individual(s) and/or organization(s):

Name	Relationship/Organization	Mailing address
Name	Relationship/Organization	Mailing address

The records which may be disclosed and/or discussed are: _____

The purpose for the disclosure and/or discussion is: _____

This release will remain in effect as follows (please initial one of the following options):

- _____ Option 1 – This release is a one-time release only
- _____ Option 2 – This release will remain in effect from _____ (mo/day/year) to _____ (mo/day/year)
- _____ Option 3 – This release will remain in effect for one year (12 months) from the date of my signature below, unless I revoke such consent in writing, which I may do at any time.

By signing below, I acknowledge that I understand that I am not required to disclose information contained in my records with anyone. I am freely giving my consent to release the information in the manner described above.

Signature	Print your name	Date	Student ID #
Email	Phone Number		

Please return the signed form to the Office of the Associate Vice Chancellor for Student Affairs and Dean of Students. If you are NOT a current University of Hawaii-Hilo student, the Office of the Associate Vice Chancellor for Student Affairs and Dean of Students will require sufficient proof of identification (e.g., driver's license) before releasing information.

Division of Student Affairs
Student Services Center (SSC) Room W-308
200 W. Kawili Street
Hilo, HI 96720
(808) 932-7472 Office
(808) 932-7471 Fax