



OFFICE OF JUDICIAL AFFAIRS

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**FERPA Waiver: Office of Judicial Affairs**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provides for the right to privacy and confidentiality with respect to a student's educational records. With a student's written consent, the Director of Judicial Affairs (or Judicial Officer assigned to the student's case) may disclose confidential information on file to the individual(s) or agency named by the student on this form. Usually, inspections and/or disclosure of these records require authorization; however, there are certain stipulations and exception in FERPA whereby this information may be released without this written consent.

If, for any reason, a student decides to cancel this release, he/she must submit a letter withdrawing the consent, indicate the person(s) affected, and send or deliver the written notice to the above address. Students may send this request of cancellation to the Director of Judicial Affairs, via e-mail, to Melissa Van Der Wall [mvanderw@ramapo.edu](mailto:mvanderw@ramapo.edu). Requests will only be processed if sent from the student's Ramapo College issued e-mail account (@ramapo.edu).

I, \_\_\_\_\_ (*Please Print Name*), hereby authorize release of my college disciplinary records to the person(s) named below: I have signed and submitted this waiver voluntarily, **without duress**, and grant permission for the Judicial Affairs Staff to discuss my disciplinary records with the person(s) named below.

**PLEASE PRINT INFORMATION BELOW AND FILL OUT COMPLETELY**

**Person(s) To Whom Records Are To Be Released:**

\_\_\_\_\_  
\_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-mail Address**

\_\_\_\_\_  
\_\_\_\_\_

**Relationship to Student:**

\_\_\_\_\_  
\_\_\_\_\_

**This release is valid until:**

\_\_\_\_\_

**Signature of Student:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

\*\*\*\*\*Office Use\*\*\*\*\*

**Staff Person Receiving Release:**

**Date:** \_\_\_\_\_