FERPA Notice

The Family Education Rights and Privacy Act of 1974 (FERPA), initially called the Buckley Amendment, allows students at an institution of higher education to control outside access to their education records, including requests for information from their parents, guardians, or other as designated by the student. Without a student’s written consent, The University of Texas at El Paso may not disclose information from a student’s education records to outside third parties. However, students can also provide a standing release allowing UTEP to disclose information to others. To do so, the following declaration must be completed:

I hereby declare that The University of Texas at El Paso may release through ___________________________________________ (University Official) information for the purpose of writing a letter of recommendation to (include name or agency and address):

Mail Direct to School_____ Student will pick up_____ Return to student in envelope provided_______

Is a special recommendation form provided? Yes____ No____

Addressee ____________________________________________________________________________

Address______________________________________________________________________________
____________________________________________________________________________________

City __________________________ State_________ Zip____________________

Said letter of recommendation may contain any information the University Official considers necessary to prepare the requested recommendation and/or letter.

I understand I may revoke this authorization by a subsequent signed writing request at any time prior to the information being released to the addressee.

A photocopy or facsimile of this authorization and release will be valid as an original hereof, even though the said photocopy or facsimile does not contain my original signature.

________________________________________ ___________________________________
Student’s Printed Name  Date

________________________________________ ___________________________________
Student’s Signature  Student ID number