



University of Dallas  
Office of the Registrar

## **Consent to Release Education Records Instructions FERPA**

1. Fill out name section with person(s) whom you would like your records to be disclosed to.
2. Check corresponding boxes for the type of records you wish to be disclosed.
3. Print name of student and UD ID#
4. Student sign's and dates.
5. Submit completed form to the Registrar's Office. If you cannot bring the form to the office, you can mail, fax, or email. Please make sure entire form is complete before submitting.

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Office of the Registrar  
Cardinal Farrell Hall, Ste. 180  
1845 E. Northgate Dr.  
Irving, TX 75062  
P: 972-721-5221  
F: 972-721-5132  
Email: registrar@udallas.edu



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**UNIVERSITY OF DALLAS**  
**Consent to Release Education Records**

By my signature below and in accordance with the Family Education Rights and Privacy Act