



PLEASE SIGN AND RETURN THIS FORM:			
By Mail:	By Email:	By Fax:	In person:
Georgia College & State University Registrar's Office Campus Box 69 Milledgeville, GA 31061	registrar@gcsu.edu (from student bobcats email)	(478) 445-8535	Parks Hall 103 Monday-Friday 8 AM-5 PM

STUDENT INFORMATION RELEASE AUTHORIZATION (FERPA WAIVER)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that generally prohibits the University from disclosing information from a student's education records to third parties (such as parents, guardians, sponsors, or spouses) without the student's written consent. By completing this form, the student authorizes the University to disclose information from their education records to the individual(s) identified below. This authorization remains in effect until revoked by the student by providing a signed, written request to the Registrar's Office.

This authorization only permits the release of information to the designated individual(s). It does not authorize those individuals to act on the student's behalf or to grant access to others. The University may decline to release information if it cannot reasonably verify the identity of the recipient. **The student must provide a copy of a government-issued photo ID or other official identification containing their signature** before this request will be processed.

If this form is not submitted to the Registrar's Office in person, the University also reserves the right to verify that the student submitted the authorization before processing the request.

STUDENT INFORMATION:

NAME: _____
LAST FIRST MIDDLE

GCID: _____ CELL PHONE: _____

BOBCATS EMAIL ADDRESS: _____

RELEASE INFORMATION TO:

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CELL PHONE: _____

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CELL PHONE: _____

Release Authorization

I hereby authorize Georgia College & State University to release information regarding my academic records to the individual(s) named above in person or verified information has been provided.

STUDENT SIGNATURE DATE

Or you can do an alternative on the next page

BOBCATS FAMILY CAMPUS-ESP EXPERIENCE

For current students:

To grant access to your records you can do the following:

- Login MyGCSU
- Scroll down to Service Apps and search "Grant Student Info Access" and select the link.
- This will open CampusEsp. Scroll down to "Are you a student? Log in here". You will log in with your MyGCSU credentials.
- You will see a page with an "Add My First Connection" button. You will click this and put the email address of your connection.
 - You will need to use the email address your connection used when they created their CampusESP portal login.
 - If they have not created their portal, they should get an email with information to set up their account so they can connect with you.

For parents:

- <https://gcsu.campusesp.com/campuses/current-families>
- Navigate to the "graduation cap" icon in the top right-hand corner of The Bobcat Family Experience
- Click "Go to my connections"
- Enter your student's GCSU email address and your relationship to your student
- Toggle the academic and financial permissions you'd like to have access to
- Your student will receive an email indicating your request to connect within The Bobcat Family Experience - now we wait...
- Once your student accepts your connection request, voilà, you'll now receive alerts for updates.

Need help? Feel free to contact by phone or email using the information below.

Phone: 478-445-5169 (Student Life Office)

Email: parents@gcsu.edu