



## Service Request

# Muskingum College

College personnel seeking address labels, non-directory information about students, GPAs, etc. from the student data base must complete this form and submit it to the Registrar's Office for approval. While we are glad to provide information, as appropriate, we must adhere to federal regulations governing educational records.

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, individually identifiable information from a student's education records cannot be disclosed without written consent from the student. College personnel, however, may access individually identifiable information from student education records, without written consent, to the extent necessary to fulfill their official duties. The College may also disclose personal information from education records (i.e. class, gender, GPA) for statistical analysis where no information can be individually identified.

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Name of person submitting request:

I hereby request the Registrar's Office to provide me with the following information:

I hereby request the Registrar's Office provide me with the following labels:

Who will have access to the information/labels?

What will the information/labels be used for?

I hereby certify that this information will not be disclosed to unauthorized individuals or third parties.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_