



## Permission for the Office of the Registrar to Release Education Record Information\*

\*Note: For the purpose of this release, education record information is limited to grade reports and/or academic transcripts (unofficial and/or official) available through the Office of the Registrar. This release will remain in effect until the student rescinds it in writing.

I, \_\_\_\_\_  
*(Student's Printed Full Name)*

agree to waive my rights under the *Family Rights and Privacy Act of 1974 (FERPA)*. I assign to

\_\_\_\_\_  
*(Printed Name/s of Individuals to which Student Assigns this Privilege)*  
the right to receive final grades, mid-term grades, and unofficial or official academic transcripts which are maintained by the Office of the Registrar at Christopher Newport University beginning on (date) \_\_\_\_\_ and continuing until such time as I rescind this release in writing and deliver such document to the Office of the Registrar. **I understand that the above named individual will only receive this information upon a written request for each document and that the Office of the Registrar will only respond in writing.**

*Assigning the above named individual rights to this information does not waive my liability of responsibility to Christopher Newport University.*

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Social Security Number [Optional]

\_\_\_\_\_  
CNU ID #

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assigned Individual #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number [Optional]

\_\_\_\_\_  
Assigned Individual #2 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number [Optional]

Note: Mid-term grades, final grades, and academic eligibility for continuance are delivered to students electronically via their CNU Live account. Students are notified via an email to their CNU email address when grades have been posted to their electronic record.

*To rescind this permission to release education record information, the student must submit a written request to the Office of the Registrar. Upon receipt, this authorization will be immediately terminated.*