



## Authorization to Release Student Conduct Records

|   |         |                       |                |
|---|---------|-----------------------|----------------|
| Name of Student (Last, First, Middle Initial):  | Suffix: | Student ID #:         | Date of Birth: |
| Student Phone Number:   |         | Auburn Email Address: |                |
| <b>Individual(s)/Institution(s)/Agency(ies) to Whom Conduct Records May be Provided</b>   |         |                       |                |
| Name <i>(Use additional pages if sending to multiple entities)</i>  |         |                       |                |
| Street Address  |         |                       |                |
| City State Zip  |         |                       |                |
| Email   |         |                       |                |
| <b>Record Type (check all that apply)</b>   |         |                       |                |
| <input type="checkbox"/> <b>Conduct Summary</b> <i>(Violations for which the student was found responsible and any sanctions that were issued. If no records exist, the letter will state that the student has no conduct record.)</i>  |         |                       |                |
| <input type="checkbox"/> <b>Only my records associated with the following incident:</b> _____   |         |                       |                |
| <input type="checkbox"/> <b>Other</b> <i>(please specify):</i> _____  |         |                       |                |
| <b>Duration of Release (check one)</b>  |         |                       |                |
| <input type="checkbox"/> <b>One-Time Use:</b> This authorization can be used only once.   |         |                       |                |
| <input type="checkbox"/> <b>Limited Use:</b> This authorization is valid for one calendar year from the date the form is signed.  |         |                       |                |
| <b>Purpose of Release (check one)</b>   |         |                       |                |
| <input type="checkbox"/> <b>Verification of Records for Employment</b>  |         |                       |                |
| <input type="checkbox"/> <b>Admission to an Educational Institution or Program (Ex. Study Abroad)</b>   |         |                       |                |
| <input type="checkbox"/> <b>Communications with Family or Advisor(s)</b>  |         |                       |                |
| <input type="checkbox"/> <b>Other</b> <i>(please specify):</i> _____  |         |                       |                |
| <b>Delivery Method (check one)</b>  |         |                       |                |
| <input type="checkbox"/> <b>E-Mail</b> to email address provided above  |         |                       |                |
| <input type="checkbox"/> <b>I will pick up</b> in person at the Student Conduct Office, Melton Student Center, Suite 1115   |         |                       |                |
| <input type="checkbox"/> <b>Other</b> <i>(please specify):</i> _____  |         |                       |                |
| <input type="checkbox"/> <b>Check here if you would like to receive an e-mail copy of the records to the Auburn e-mail listed above.</b>  |         |                       |                |
| I hereby waive my privacy rights, including, but not limited to any rights pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and grant my consent to authorize Auburn University Student Conduct to release my student non-academic misconduct records. I understand this request may take up to 5-7 business days to process. <b><i>Requests cannot be made over the phone, nor can they be processed without a student signature.</i></b> |         |                       |                |
| _____<br>Student's Signature  |         |                       | _____<br>Date  |

*Note: The form must be fully completed and signed by the student. Completed forms should be submitted to the Student Conduct via hand-delivery (Melton Student Center 1115), fax (334-844-1132), e-mail (conduct@auburn.edu), or mail (Melton Student Center 1115, Auburn University, AL 36849).*