

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:	
Individual(s)/Institution(s)/Agency(ies) to Whom Conduct Records May be Provided			
Name <i>(Use additional pages if sending to multiple entities)</i>			
Street Address			
City			
State			
Zip			
Email			
Record Type (check all that apply)			
<input type="checkbox"/> Conduct Summary <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"/> Only my records associated with the following incident: _____			
<input type="checkbox"/> Other <i>(please specify):</i> _____			
Duration of Release (check one)			
<input type="checkbox"/> One-Time Use: This authorization can be used only once.			
<input type="checkbox"/> Limited Use: This authorization is valid for one calendar year from the date the form is signed.			
Purpose of Release (check one)			
<input type="checkbox"/> Verification of Records for Employment			
<input type="checkbox"/> Admission to an Educational Institution or Program (Ex. Study Abroad)			
<input type="checkbox"/> Communications with Family or Advisor(s)			
<input type="checkbox"/> Other <i>(please specify):</i> _____			
Delivery Method (check one)			
<input type="checkbox"/> E-Mail to email address provided above			
<input type="checkbox"/> I will pick up in person at the Student Conduct Office, Melton Student Center, Suite 1206			
<input type="checkbox"/> Other <i>(please specify):</i> _____			
<input type="checkbox"/> Check here if you would like to receive an e-mail copy of the records to the Auburn e-mail listed above.			
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. Requests cannot be made over the phone, nor can they be processed without a student signature.			
Student's Signature			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 1206), fax (334-844-1132), e-mail (conduct@auburn.edu), or mail (Melton Student Center 1206, Auburn University, AL 36849).