



**UNAUTHORIZED DISCLOSURE OF EDUCATIONAL RECORDS TO A THIRD PARTY**

The FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

The Student Handbook and the Registrar’s website details the procedures to be used by Bradley University for compliance with the provisions of the Act. Questions may be directed to the Office of the Registrar.

**UNAUTHORIZED DISCLOSURE OF EDUCATIONAL RECORDS**

In accordance with FERPA, the University will disclose to third parties information from the educational records of a student provided the information is disclosed due to an “articulable and significant threat to the health and/or safety of the student or other individuals.” [Sec 99.36(c)]

1. \_\_\_\_\_

Name of Student	_____	Date of Incident
_____	____/____/____	____/____/____
Student’s ID #	Student’s Date of Birth	Today’s Date

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Address of Incident \_\_\_\_\_ City, State, Zip \_\_\_\_\_

2. \_\_\_\_\_

Individual receiving information	_____	Position
_____	_____	_____

Service provider (e. g. Peoria Police Dept., OSF St. Francis) \_\_\_\_\_

**Information which was released:**

\_\_\_\_\_  
\_\_\_\_\_

The information was released for the following purpose:

Student condition: \_\_\_\_\_  
\_\_\_\_\_

Information required because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This report involves the release of information to a specific entity for the sole purpose of protecting the health or safety of a student or other individuals. No additional information is authorized for release without student permissions.