STUDENT CONSENT FOR CHANGE OF CONFIDENTIAL STATUS

Confidential Status established by the student through the Office of the Registrar overrides all release requests on file with Eastern Oregon University. No information will be released while a student's record is marked CONFIDENTIAL with the Office of the Registrar, regardless of any signed release on file.

Eastern Oregon University provides email by accessing the My.EOU Portal for all students, faculty and staff. All communications sent/received to/at any @eou.edu email addresses are considered confidential means of communications.

To change the status of confidentiality the student will need to:
- Complete this form
- To remove the confidential status on your record please include a copy of your state issued driver's license or EOU ID card
- Return the above items by one of the following options:

    Option 1: Bring all required documents listed above to the registrar's office at:

    Eastern Oregon University
    1 University Blvd, Inlow Hall 105 La
    Grande, Oregon 97850

    Option 2: Email all required documents to registrar@eou.edu from their EOU issued student email account.
    Option 3: Fax the items to 541-962-3799

STUDENT CONTACT INFORMATION

Name _____   **Student ID** _____

Email _____   **Current Phone** _____

☐ I wish to revoke the current release of information I have on my record, **I would like my Confidential Status to be REMOVED.**

   To give access to external parties please fill out the Proxy Portal Management in Mountie Hub

☐ I wish to revoke the current release of information I have on record for the following **I would like to ADD CONFIDENTIAL as my status.** I will declare a FERPA password in the case that I contact EOU and want to discuss my account.

   REQUIRED FERPA PASSWORD: Information will be disclosed to the student only after they initiate a request and provide the FERPA password.

   FERPA Password (REQUIRED):_____

Student Signature _____   **Date** _____

Eastern Oregon University is required to keep original signed consent forms. Students should keep a copy for their records.

Office Use Only: Name _____	Dept._____
Date _____	

By signing this you are confirming that you have verified photo ID. After entering the release information in Banner, send this form to the Registrar's Office for permanent retention.

Eastern Oregon University Records Policy, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), requires the written consent of the student authorizing the disclosure of non-directory information from his or her record. The authorization must include: the specific information to be released; the party or class of parties to whom the information is to be released; the purpose of the release; the date; and the student's signature.