

FERPA Records Release Template

Use this template if you are NOT getting FERPA consent/permission directly from participants or their guardians to access their FERPA data but need permission to access the records for research purposes from an appropriate FERPA records holder. This should be kept with the study records. It does not need to be submitted to the IRB.

From: <supervisor/department head/university counsel/etc.>

Date: <insert date>

RE: Access to <insert records being accessed>

I have the authority to release FERPA records on behalf of <insert educational institution> and this project qualifies for the FERPA exception for release of records.

These data will be used for <insert purpose> OR <<insert purpose> and in conjunction with data gathered from <discuss other data sources>>.

This memo serves to document my approval for <insert name> to access or retrieve the data listed below for the research project <insert title of research project and eIRB number if available>. This includes the following collaborators <insert name of collaborators or research team members>.

<Insert name> will access or retrieve the data by <insert method of retrieval and date of retrieval> and the identifiable data will include:

- <insert the data element/category being accessed>
- <insert the data element/category being accessed>
- <insert the data element/category being accessed>
- <insert the data element/category being accessed>
- <insert the data element/category being accessed>
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- <insert the data element/category being accessed>
- <insert the data element/category being accessed>
- <insert the data element/category being accessed>

The expiration date of this approval is <insert date>.

It is expected that these data will be used in a manner consistent with all applicable university regulations related to security and confidentiality. If you have any questions, please contact me at <insert contact information>.