



Record of Disclosure of FERPA Information

Boise State University must keep a record of each request for access to FERPA protected information in the student's file. This record must be maintained in the student's file for as long as the educational records are kept. No record is required where the request for information is by:

1. The parent or eligible student
2. A Boise State employee who has legitimate educational interest
3. A party who has obtained the written consent from the parent (if the student is a minor) or the student (if the student is 18 or older).
4. A party seeking directory information
5. Pursuant to a court order or subpoena

Party Requesting Information

Organization/Agency/Individual's Name			
Address	City	State	Zip Code
Phone Number		Requestor's Email	

Legitimate Education Interest for Requesting/Accessing Information

If the information is being disclosed pursuant to the Health or Safety Exception, you must document an articulable and significant threat to the health and safety of the student or individuals that formed the basis for disclosure.

Additional Disclosures

If the information recipient will disclose the information provided to additional parties on behalf of Boise State, you must document who the secondary recipient is and what that individual/agency's legitimate interest is in obtaining the information.

Name of Individual Completing this Form (print)	Date of Disclosure
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If you have questions about whether information may be disclosed under FERPA, contact the Registrar's Office at 426-4249.