



FERPA WAIVER CHECKLIST:

Check off each box once part is completed.

- “I understand that in order for LIU Global to disclose personally identifiable information...”** – Read the entire statement. Check off whether you wish for all/some/none of your educational records to be disclosed.
- If “Disclose and/or Do Not Disclose” was selected** – From the list below it, check off which records/documents you permit LIU Global to disclose or not to disclose. Each line should have a check mark.
- “List the party below”** – Write down the name of the person you wish to disclose the listed information and his/her relationship to you. Also, fill in his/her address, phone number, and e-mail address.
- “This document is effective (select one)”** – Select *one* of the options given. If the latter is chosen, provide a range of dates the FERPA Waiver remains effective.
- Sign / date the document** – This confirms the document is authentic.
- Print / date the document.**
- Additional party or parties** – Three spaces are given to list the name(s) of additional individuals to whom you wish to disclose or not disclose information. State the individual’s relationship to you, his/her address(es), phone number(s), and e-mail(s). You may add additional names if you wish.