

Sharing Award Recipient Information

FERPA regulations prohibit institutions that receive federal funds from disclosing any personally-identifiable information contained in a student's education records without the prior written consent of the student except under certain limited circumstances. Although FERPA does recognize the release of student data categorized as "directory information" as an approved exception, OSU does not define scholarship award information as "directory information." Therefore, in accordance with FERPA, information regarding scholarship recipients and their awards may not be shared without prior written consent from the student.

When the institution requests the student's permission to share their information, the written consent to release must include the following three elements to be considered valid under FERPA:

1. To whom the release is being made
2. The purpose of the release
3. What specific information may be released

The written consent to release must be submitted either as a paper document that includes the student's signature and the date the document was signed or as an email message sent from the student's OSU-issued email address.

At OSU, the Office of the Registrar is responsible for interpreting FERPA as it relates to the release of student-level data, so in situations where the operational requirements associated with FERPA and the sharing of student information are unclear, scholarship administrators are encouraged to consult with the Office of the Registrar for guidance.

Sample Scholarship Recipient Release Statement from OSU ScholarDollars:

1. Scholarship Recipient Release Statement

Many OSU scholarships are made possible by the generosity of our donors, and it is incredibly meaningful for donors to learn about the students their gifts support. Please help us thank them!

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of your student records and regulates how information is utilized. Release of student records at Oregon State University is bound by the federal law (FERPA), the Oregon Revised Statutes, and by the Oregon Administrative Rules. In accordance with these laws and rules, it is necessary for Oregon State University to obtain formal consent from the student in order to release protected information to a third party, such as scholarship donors.

By clicking "Yes" below, I agree to the following:

1) I authorize Oregon State University to release information about my scholarship award, demographic profile, university activities, and academic program to the Oregon State University Foundation, and to the donors who support this scholarship program, for the purpose of donor and scholarship management.

2) I understand that this authorization will remain valid until I notify Oregon State University's Scholarship Office in writing that I am revoking this authorization.

3) I understand that if I do not agree to these terms (by clicking "No" below), that I am still able to receive this scholarship, if eligible.

I agree to the above statements.

Yes

Sample Scholarship Recipient Release for OSU Presidential Scholars:

**OSU Presidential Scholarship
Scholarship Recipient Information Release**

Many of Oregon State University's Presidential Scholarship awards are made possible by the generosity of our donors, and it is incredibly meaningful for donors to learn about the students who their gifts support.

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of your student records and regulates how information is utilized. Release of student records at Oregon State University is bound by the federal law (FERPA), the Oregon Revised Statutes, and by the Oregon Administrative Rules. In accordance with these laws and rules, it is necessary for Oregon State University to obtain written consent from scholarship recipients in order to release their biographical information to a third party, such as a scholarship donor.

I authorize Oregon State University, and those acting pursuant to its authority, to release biographical information that may include my name, the name(s) and amount(s) of my Presidential Scholarship award(s), the name of my high school, my hometown, my class level, and my intended major to the Oregon State University Foundation and the donors who support the Presidential Scholarship program for the purpose of scholarship management and donor stewardship.

I understand that this authorization will remain valid until I notify Oregon State University's Scholarship Office in writing that I am revoking this authorization.

I understand that my decision to approve, decline, or revoke this authorization will not impact my eligibility to receive the OSU Presidential Scholarship.

I represent that I am at least 18 years old, that I have read and fully understood the above paragraphs, and that I am knowingly and voluntarily executing this release.

Scholarship Recipient Name (printed): _____

Scholarship Recipient Signature: _____

OSU ID: _____ **Date:** _____

Parent/Guardian Signature (if under 18): _____