

University of Idaho

Procedure: Permission to Release Name, Address, and GPA Range for Nomination to Honor Societies

In order to release student information for consideration into an honor society, the following steps must be completed:

1. The advisor of the honor society who is an employee of the University should request the information from the Registrar's Office. The request should include the name of the honor society, what information is requested, and how the information will be used.
2. The advisor will sign the Department Agreement Form on behalf of the sponsoring department and return the form to the Registrar's Office (SUB Room 119 or fax 208-885-9061), directed to Student Reports.
3. The Registrar will review the request and verify that the honor society is a member of the Association of College Honor Societies, and that the information requested and the use is appropriate.
4. No information will be released for any student who has restricted any part of their directory information. The department will be required to obtain a signed request from the student to release any information.

We thank you for your help with FERPA compliance. If you have any questions, please contact studentreports@uidaho.edu.

University of Idaho

Department Agreement Form

Guidelines Regarding Permission to Release Name, Address, and GPA Range for Nomination to Honor Societies

I acknowledge that I am aware of FERPA regulations regarding confidential information. I agree that the information will be released only to:

(honor society name)

I have confirmed with the honor society that they will use this information only for the purpose of contacting the students to invite them to submit an application for membership and will not release the information to any other party or use it for any other purpose. As the University of Idaho advisor for this honor society, I am responsible for the appropriate use of this data.

Signature

Date

Print Name

Department

University of Idaho

Permission to Release Name, Address, and GPA Range for Nomination to Honor Societies

I grant permission for the release of my name, mailing address, and GPA range for submission to _____ (honor society name) for the purpose of my nomination for membership in this honor society.

Name - Please Print

Student ID#

Signature

Date

I grant permission for the public posting of my name and my GPA or GPA range as it relates to specific academic honors.

Name - Please Print

Student ID#

Signature

Date