



Office of the Registrar

36600 Schoolcraft Road
Livonia, MI 48150-1176
(734)432-5400 Fax (734)432-5405

Permission to Release or Opt-out of Directory Release of Education Record Information

Requested By (Student):

Release To (Recipient):

Last Name First Name

Last Name First Name

ID#

Relationship or Organization/School

Effective Period (List the semester, date or range of dates)

Address

City, State, Zip

Education record information to be released (i.e. grades, account balance, any/all, etc.):

Purpose of release (i.e. general, letter of recommendation, enrollment verification, etc.):

Choose one of the following:

- I give permission for Madonna University to release the specified information to the recipient listed above,

OR

- I wish to opt-out of the directory release of my information (this shall remain in effect until one year after I graduate or stop attending or I revoke this request in writing).

Student Signature Date