

## **Policy on the Release of a Deceased Student's Educational Record**

The Family Educational Rights and Privacy Act's ("FERPA") protection of personally identifiable information in a student's education records ends at the time of the student's death. Upon written request, Auburn University may release the educational records of a deceased student to the following individuals:

- The decedent's next-of-kin;
- The executor or executrix of the decedent's estate;
- Other individuals with the written approval of the decedent's next-of-kin or executor or executrix of the decedent's estate.

However, Auburn University reserves the right to deny the request in whole or to release only some of the academic records that are requested.

All requests for information must include the following documentation:

- The name of the deceased student at the time of enrollment;
- The student's ID number (if known);
- Approximate dates of enrollment;
- The requestor's name and relationship to the deceased (accompanied by official documentation);
- The purpose of the request;
- The specific records to be disclosed;
- A death certificate or obituary notice (if University records are not sufficient to make this determination).

Auburn University will provide a single copy of the student's record at no charge.