



FERPA Release Form 2025-2026

Federal regulations concerning the privacy of student educational records prohibit Student Financial Services from discussing anything related to the student's financial aid with anyone other than the student (including parents!) without the student's prior consent. If you (the student) wish to authorize us to discuss your financial aid with anyone else, please follow the instructions below.

Instructions on how to give others access to your student invoice.

Step 1

Students will need to complete a FERPA form on their myWESTMONT portal. Type Student Records Office on the search bar and click on the drop-down.

myWESTMONT

Search: student Records

Your Favorites

Canvas Directories Laundry Card Refill Waypoint

Add Favorite

Upcoming Events

Impact Conference July 23rd - July 26th 2024

Track & Field Prospect Camp July 24th - July 27th 2024

Impact Conference July 25th - July 26th 2024

Men's Soccer Prospect Camp August 10th, 9:00am - 4:30pm

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Step 2

Click on the Educational Record Release (FERPA) box.

myWESTMONT

Search: Search the myWestmont Portal

Student Records Office

A resource page for students with helpful links and information

Address Change

Petition

Transfer Credit Approval

Educational Record Release (FERPA)

Tutorial Application

Research Application

Transcript Request

Replacement Diploma Request

Enrollment Verification

Major Honors Request

Step 3

Click on Consent to Release Information box.



Educational Record Release

The form below can be used to grant access to your educational record to others in accordance with Family Educational Rights and Privacy Act of 1974 (FERPA).

Please complete the form below to give your consent for your educational records to be released to authorized individuals.

You can specify the impacted departments and the types of records to be released.

You may revoke this authorization at any time by returning to this form and modifying the status of the authorization to Revoke.

Please contact the Student Records Office at registrar@westmont.edu if you have any questions.

[Consent to Release Information](#)

Step 4

Fill out the form. You have the option to choose what information you want your parents to see. By clicking on **+ Add Another**, you can add more than one person.



CONSENT TO RELEASE INFORMATION FROM EDUCATIONAL RECORD

You have not authorized anyone to access your information.

Add New Authorized Parties

First Name *

Last Name *

Email *

Last Four Digits of SSN *

Please edit the information below to indicate who should currently have access to your educational record. *

Records Office

for information such as grades, enrollment status, courses, transcript

Student Life

for information such as student care or conduct records, other Student Life information. Does not include Counseling and Psychological Services (CAPS) or Health Center records

Accessibility Resource Center

for information such as disability and accessibility information

Student Financial Services

for financial information such as student billing

Purpose for Release of Information: Why do you want the information released to those listed above? Examples: to assist in planning courses for an academic term; to allow my Student Life situation to be discussed *

[+ Add Another](#)

[Submit](#)

Step 5

Once we receive this form, an email will be sent to the person you listed. They will then be able to set up their own login and password. **This final process may take up to 7 business days.**

As always, please feel free to contact our office if you have any questions. We can be reached by using our Student Financial Services Hotline 888-963-4624 or via email at sfs@westmont.edu.

Student Financial Services

Office: 805-565-6063 / 955 La Paz Road Santa Barbara, CA 93108