The University of Kansas
Kansas Law Enforcement Training Center
Hutchinson, Kansas

Consent for the Release of Educational Records and Release of Liability

Students at KLETC are also students of the University of Kansas. Accordingly, student records kept by KLETC are protected under the Family Educational Rights and Privacy Act (FERPA) 20 USC §1232g. This form authorizes the disclose of educational records and releases from liability for such disclosures.

Student Information — Box 1

Social Security Number: _____ Date of Birth: _____

Name: _____
First MI Last

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Records to be Released — Box 2

☐ Transcript (no charge)

or

☐ All Records (Please attach $25 check or Money Order made payable to KLETC)
(No charge if requested directly by law enforcement agency)

Reason Records Are Being Released — Box 3

Reason for the Release:

☐ Employment Background Check ☐ Personal Use

☐ Other: _____

Address to Send Records — Box 4

Organization: _____

Attention to: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Student Signature — Box 5

I understand that my educational records maintained by the Kansas Law Enforcement Training Center are private documents and cannot be released without my written consent or court order. Through this form, I request that the Kansas Law Enforcement Training Center release the records identified in Box 2 to the person or agency identified in Box 3 of this form. I hereby release the Kansas Law Enforcement Training Center, the University of Kansas, and the State of Kansas as well as the agents and employees threof from any liability associated with releasing the requested records.

_____ _____
Signature Date

Return Completed Form to: KLETC, P.O. Box 647, Hutchinson, KS 67504-0647 or fax to (620) 694-1420
Contact Us: (620) 694-1410