

Office of the National Registrar

## **Release of Academic Records for Deceased Students**

Although a student's rights under the Family Educational Rights and Privacy Act (FERPA) cease upon death, Hebrew Union College-Jewish Institute of Religion will not release a deceased student's records for a period of 25 years after the date of the death unless required to do so by law or authorized to do so by (1) the executor of the deceased's estate; or (2) the deceased student's spouse, parents or children.

The person requesting the deceased student's records will be required to provide documentary proof that the student is in fact deceased and to fully explain the reason for the request. This information must be attached to the Official Transcript Request Form which can be found on the National Registrar's webpage. All requests should be sent to:

National Registrar

Hebrew Union College-Jewish Institute of Religion 3101 Clifton Avenue

Cincinnati, OH 45220

Also, there may be other legal and policy implications relating to releasing the records of a deceased student. Please consult the National Registrar.