**Student Permission to Receive Materials**

In accordance with FERPA\* guidelines, Washington State University, College of Nursing

must request the permission of students to place academic and graded materials in

your student mailbox (located on the first floor reception area). Using these

mailboxes expedites the flow of materials to you from the faculty and administrative

offices. Materials may not be placed in your mailbox without the return of this signed

form.

I, **(Please Print Name)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

give Washington State University, College of Nursing my permission to place academic

and graded materials in my mailbox while I am enrolled as a student in the Washington State University, College of Nursing.

I understand that access to the mailbox is not restricted and is not directly controlled by WSU Staff and as such I consent to the release of any and all of my educational records contained in the mailbox to any third party having access to the mailbox. I affirm that I will only view my documents contained in the mailbox.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*The file cabinet containing student mail slots will be locked daily from 5 PM to 8 AM. No access will be available during these hours.**