Wright State University Institutional Review Board

**Informed Consent Checklist**

**Federal Educational Records Protection Act (FERPA) Requirements, if applicable**

*The following elements should be included when applicable. If you will be accessing or using any educational records, including graded assignments, these elements must be included.*

* State the purpose of the disclosure;
* Specify the exact records to be disclosed (must be very specific);
* State how often the records will be disclosed (one time, each semester, etc.);
* Identify the party to whom the disclosure is to be made;
* Include a dated student signature.