

Step 3: Identify Third-Party Designee

Name (Last, First, Middle Initial)

Relation

Step 4: Identify Information to be Released (Please initial next to each area you wish to authorize)

Information Allowed to be Released (Initial next to each area you wish to authorize)

_____ Academic records maintained by the Office of the University Registrar (To include grades, GPA, demographic, registration, academic status, and/or enrollment information.)

_____ Student Account and Financial Aid records (Records include billing statements, charges, credits, payments, past due amounts, collection activity, financial aid awards, disbursements, FAFSA, and/or financial aid satisfactory academic progress reports.)

_____ Conduct records (**Please Note:** Conduct items may be discussed with the authorized individuals, but not copied and/or disseminated as a physical or electronic release to anyone other than the student of record.)

_____ Other (Must Specify) _____

Additional information may be temporarily released by completing the Limited Release of Educational Records Request form. For example:

- Information specific to a completed or in progress course (i.e. letters of reference or other academic items at the discretion of the instructor)
- Name and contact information for students who have requested a FERPA block on their records (A FERPA block prohibits the University from acknowledging you are a student to 3rd parties)

Please Note: Records for Counseling and services for Students with Disabilities will require a separate release form that can be obtained from these departments.

If Applicable: Complete to Revoke Access (Complete Step 1 and Step 3 only)

I hereby revoke my previous release of any and all information to the above listed designee.

Student's Signature

Date

Please Note: To reinstate revoked access or modify existing access, a new release form must be submitted.

Administrative Use Only:

Student ID verified by: _____

Date: _____

Processed by _____
(If received by department other than Registrar's Office)

Date: _____

Submit to Registrar's Office for final processing

Processed by Registrar Staff _____

Date: _____