

- In compliance with the federal *Family Educational Rights and Privacy Act of 1974* and University policies on access to and release of Student Education Records, the Utah State University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work study, or loan amounts) and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.
- You may, at your discretion, grant the University permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The University does not automatically send information to a third party.
- Submit your completed form to the Registrar’s Office on the Logan campus, to the registration office at a USU-Eastern Campus, or to your regional campus registration office. Please note that your authorization to release information has **no expiration date**; however, you may revoke your authorization at any time by completing this same form and returning it to the same office. This form allows third parties to access student record information from any USU campus. **NOTE:** For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. However, it is University policy not to release certain aspects of student records (e.g., grades, GPA) over the phone or via email due to limited security of these channels.
- This information release authorization is intended for use only by the Logan Registrar’s Office, USU-Eastern registration offices, and Regional Campus registration offices.

STUDENT INFORMATION

Student Name: _____ A-Number: _____
 Email: _____ Phone: _____

THIRD-PARTY DESIGNEE

Name: _____ Entity/Organization: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____ Phone: _____
 Relation to Student: _____

INFORMATION TYPES ALLOWED (CHECK ALL THAT APPLY)

- | | | |
|---|---|--|
| <input type="checkbox"/> Grades | <input type="checkbox"/> Past due amounts, and/or collection activity | <input type="checkbox"/> Access to all student records maintained by the Registrar’s Office, including all of the above examples |
| <input type="checkbox"/> GPA | <input type="checkbox"/> Financial aid awards, application data, disbursements, eligibility | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Demographic Information including student ID | <input type="checkbox"/> Financial aid satisfactory academic progress | _____ |
| <input type="checkbox"/> Registration/Enrollment Information | <input type="checkbox"/> University-maintained loan disbursements, billing, and repayment history | _____ |
| <input type="checkbox"/> Academic progress status | | _____ |
| <input type="checkbox"/> Billing statements, charges, credits, and payments | | _____ |

CERTIFICATION SECTION

I hereby **release** the information above to the designated third party. I hereby **revoke** my previously issued authorization.

STUDENT SIGNATURE: _____ DATE: _____