

AUTHORIZATION TO RELEASE ACADEMIC AND FINANCIAL INFORMATION

The purpose of FERPA (*Family Educational Rights and Privacy Act*) is to afford certain rights to students concerning their education records. Specifically, the Act specifies that parent(s) and (or) spouse of postsecondary students have no inherent rights to inspect a student's education records. The right to view and make decisions pertaining to a record is limited solely to the student. In order to comply with all of the provisions of the Act, University employees are restricted from providing non-directory information to anyone other than the student.

Releasing any information to a third party is prohibited without signed consent.

Any student who wishes to permit other individuals to access academic and financial information pertaining to his/her academic record, financial aid, and student account must submit a signed release form below with photo identification (i.e. driver's license, passport, or student identification card) to the Student One Stop. Release forms can be delivered, mailed, faxed, or emailed but must include a photocopy of the student's identification.

Upon receipt of the signed authorization form, the Office of Financial Aid and Scholarships, the Office of Registrar, the Office of Records, the Office of Student Accounts and University Receivables, and the Student One Stop may discuss student financial and academic information with the designated individual(s).

RELEASE FORM

I, _____, hereby authorize the release of my student financial and academic record to the person(s) listed below:

Print Name: _____ Relationship: _____

Print Name: _____ Relationship: _____

This release shall remain in effect unless rescinded by me in writing to the Student One Stop. Information pertaining to the record(s) may be mailed to the student's address on file, picked up by the student or authorized individual, and (or) provided via the telephone at our discretion.

Student Signature: _____ YSU ID#:Y00 _____ Date: _____

UNOFFICIAL TRANSCRIPTS

- Picked up by Individual
- Viewed by Individual

FOR OFFICE USE ONLY

- Student ID Verified
- Comments Placed in Banner
- Staff Initials