Authorization to Release Records to a Third Party

The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing confidential, non-directory information about a student without the student's consent. You can waive this right for a third party, including a parent or guardian, by completing this form.

This authorization will be effective until you withdraw it by re-submitting this form to the appropriate Registrar's Office.

Action to be Taken

☐ I hereby authorize access to my academic information (transcript, grades, etc.) for the following individual(s):

Print Full Name(s)                                      Relationship

☐ I hereby cancel authorization for access to my academic information for the following individual(s):

Print Full Name(s)                                      Relationship

Student Signature                                      USD ID Number

Print Name                                             Date

Return to the Appropriate Registrar's Office

Undergraduate/graduate students:
University Registrar
Founder's Hall 113

Law students:
or
Law School Registrar
Warren Hall 202

For Office Use Only
☐ ID Verified  Received by: __________________ Changed by: __________________ Date: ______