



USD STUDENT INFORMATION RELEASE AUTHORIZATION
Family Educational Rights and Privacy Act (FERPA)

STUDENT NAME: _____ USD ID# _____
(please print) Last First Init

View complete FERPA regulations at <http://www.sandiego.edu/registrar/ferpa>

In compliance with the Federal Family Education Rights and Privacy Act of 1974, the University of San Diego 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.

- Under the provisions of FERPA, school officials may release directory information at their discretion without prior consent of the student. At USD, directory information includes student's name, e-mail address, major field of study, dates of attendance, sports activities, and degrees, honors, or awards received. The student has the right to withhold disclosure of all information and may do so by completing the Request to Restrict Directory Information form available at the FERPA website. A restriction prevents USD from releasing any information about a student, including the student's attendance, and must be filed annually. For internal purposes or for USD publications, the University may use photographic, video, or electronic images of students taken without students' knowledge.
- Students may grant the University permission to release information about their student records to a third party (including parents, step-parents, etc.) by submitting a completed Student Information Release Authorization. You must complete a separate entry for each parent, family member, or other individual to whom you wish to grant access to information regarding your student records.
 - The specified information will be made available only if requested by the authorized third party; that person must be able to provide USD with the appropriate identifying information (e.g., SS#) when requested.
 - The University does not automatically send information to a third party
 - *At the university level, parents have no inherent rights to access or inspect their son or daughter's education records, unless the student is a dependent as defined in section 152 of the Internal Revenue Code of 1986. See www.sandiego.edu/registrar/ferpa for more information and applicable form(s).*

Complete one box on the reverse side of this form for EACH parent, family member, or other individual for whom you would like to grant access to your USD student record(s) and submit to the Office of the Registrar, University of San Diego. You are agreeing that information pertaining to each category selected can and will be shared with the individual listed upon request. In order to be considered valid, you must read the information listed above, and acknowledge your acceptance of the terms via signature. Note that your authorization to release information has no expiration date; however, you may revoke your authorization at any time by sending a written request to the same address.

- This release overrides all FERPA directory suppression information that you have set up in your student record for any third party designee you name on this form; it also overrides any previous authorization requested.
- **University policy prohibits the release of certain aspects of student records (e.g., registration, grades, GPA) over the phone or via e-mail.**
- The release of student conduct records is done on a case by case basis and in compliance with FERPA guidelines.

My signature below verifies that I have read and understand the FERPA regulations as presented above and on the USD website. I agree to the information release terms as stated.

Student Signature _____

USD ID# _____ DATE _____

General questions may be directed to the appropriate Registrar: the University Registrar for undergraduate and graduate students, and the Law School Registrar for law students. Comments or suggestions from undergraduate and graduate students or their parents should be addressed to the Registrar, Susan Bugbee, bugbee@sandiego.edu, (619) 260-2888, Founders Hall 117. Comments from law students should be addressed to Law School Registrar, Marjorie Zhou, mzhou@sandiego.edu, (619) 260-4526, Warren Hall 202.

LAST NAME _____

FIRST NAME _____ Init _____

Relationship to Student _____

SS # (Last 4 digits only) _____ Birth date _____

Street Address _____

City, State, Zip _____

Phone Number _____

Email Address _____

Billing information, including statements, charges, credits, payments, past due amounts, and/or collection activity

Parking and Campus Card services, including parking citations, ID card, Campus Cash, photo, meal plan and campus telephone account

Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information

Financial Aid information, including awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status

USD-maintained loan disbursement information, excluding Stafford and PLUS loans, including billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity

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