

## Consent of Release of Academic Records

Please refer to the "Authorization to Release Information" on the next page

University ID# \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Email address \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

It is the policy of California State University, Stanislaus, to honor all rights and to comply with all obligations arising under the Family Education Rights and Privacy Act (FERPA).

Students who are over the age of eighteen or attending a university are considered an "eligible student," meaning the rights to their records have transferred from their parents to themselves.

The Federal Family Education Rights and Privacy Act (FERPA) prohibits the release of student information to anyone but the student without the student's written permission to do so. This document will allow the staff in the Enrollment Services Office to discuss specific aspects of your academic records with the person(s) you have designated below, such as a parent or spouse.

### Student Release:

I, (student) \_\_\_\_\_, do hereby consent to allow information regarding my academic records housed in the Enrollment Services Office be discussed with the following person(s).

#### Name:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Relationship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Complete one security question:

Mother's maiden name \_\_\_\_\_

Father's place of birth \_\_\_\_\_

Name of first grade teacher \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

### Please Note:

- Remember to provide the authorized person your date of birth, student ID, and security question and answer.
- This release pertains to information in the California State University, Stanislaus Enrollment Services Office ONLY. It does not permit release of information at any other office on campus.
- This document will remain valid until such time that the student rescinds in writing this authorization to release records.

# Authorization to Release Information

## **Why should I sign this release?**

Circumstances often arise where a student may want a parent, relative or another individual to have access to their academic records. Enrollment Services will accept a written authorization from a student consenting to the release of information from their academic records to an individual named by the student.

## **Why a Security question?**

This will allow Enrollment Services to give out your personal information to the correct person via the telephone.

- **Remember to provide the authorized person(s) your security question and answer if they will be calling Enrollment Services.**
- **Remember to provide the authorized person(s) your date of birth and student ID if they're coming in person to Enrollment Services.**

## **How do I implement the release?**

Bring the completed release form to Enrollment Services during normal business hours. The release must be signed in the presence of an Enrollment Services counter staff person.

## **How will the release be used?**

Once the release has been received, the individual(s) listed may call or visit the Enrollment Services Office to ask questions regarding your academic records. The individual must inform the counter staff member that a release form is on file. Prior to releasing any information, Enrollment Services will verify with the individual their name, the student's date of birth, and campus ID number.

## **May I rescind this authorization release?**

To rescind this release, please send a written statement to Enrollment Services that includes your:

- Full name
- Date of birth
- University ID
- Name of the individual who no longer will have access to your academic records
- Statement to rescind the request
- Signature and date

## **What if I have additional questions?**

Staff is available to answer questions during normal business hours. Enrollment Services is located in the Mary Stuart Rogers Building in Room 120. You may contact us at (209) 667-3264 Monday – Friday, 8:00 am to 5:00 pm.