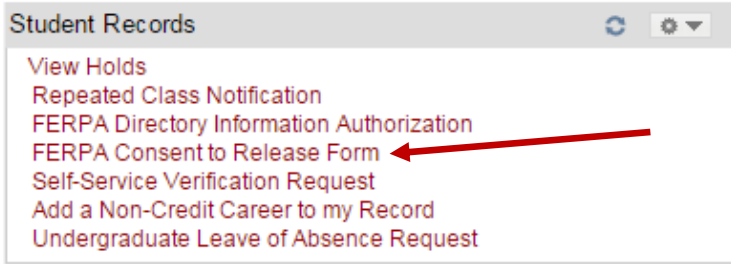


Instructions:



- A FERPA PIN will be required if students are requesting information about their own records or seeking changes to their registration by phone.
- On the student CIS homepage under "Student Records" click "FERPA Consent to Release Form". It will take you to the following form.



Empl ID: 0000000

Name: DOE, JOHN

FERPA NOTICE: The Family Educational Rights and Privacy Act of 1974 (FERPA), governs the release of records maintained by an institution of higher education and access to student records, including requests for information from parents, guardians, spouses, or others as designated by the student. Generally, without a student's written consent, the University of Utah may not disclose information from a student's educational records. For additional information regarding FERPA, please see <http://registrar.utah.edu/handbook/ferpa.php> on the Web.

Students who want to allow information released to individuals, or who want to receive information, about their Financial Aid, Scholarships, Tuition, Registrar Records, Housing Residential Education, or Academic Advising (University College/Departmental and College Advisers) Records over the telephone, in person, or electronically must complete this declaration form providing a standing release to the University to disclose education information from the offices you designate below.

I understand that picture ID is REQUIRED when any information is requested in person at the various University offices. I also understand by authorizing communication to the Email accounts listed below, I do so at my own risk and the University of Utah, the University offices are not responsible for the security of the information.

- I give the University of Utah Financial Aid Office, University Scholarship Office, and Income Accounting and Student Loan Services Office permission to release information regarding the processing and delivery of my financial aid and scholarships and financial/tuition information to myself and any individual(s) listed below with the appropriate PIN.
- I give the University of Utah Office of the Registrar permission to release information about my educational record information to myself and any individual(s) listed below with the appropriate PIN.
- I give the University of Utah University College and Departmental/College Advisers permission to release information maintained by the Academic Advising Offices about my educational record information to myself and any individual(s) listed below with the appropriate PIN.
- I give the University of Utah Housing & Residential Education Office permission to release information regarding my housing financial account, its status and charges listed on my account to myself and any individual(s) listed below with the appropriate PIN.
- I give the University of Utah International Student & Scholar Services and Learning Abroad Offices permission to release information maintained by their offices about my educational record information to myself and any individual(s) listed below with the appropriate PIN.

When contacting the office(s) to inquire about specific information, myself and/or the individual(s) identified below will provide the following Personal Identification Number (PIN): (PIN may be letters and/or numbers; no minimum, maximum 20 characters.):

PIN:

Release information to myself and/or the following individual(s):

To add a person, click the plus button on any line. Enter the name as last name, first name (i.e. Smith, John). To remove a person, click the minus button next to that person.

*Name	*Relationship Name	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

- On the top of the page is a brief description of FERPA. Make sure to read through and understand what this means for your academic record.
- When first setting up a FERPA PIN you will be prompted to check the boxes of the offices you wish to give permission to release your information.
- Make sure you check the Registrar's Office and any other you wish to have your FERPA PIN associated with.
- Create a PIN. Make sure it is something that can be remembered by you and whoever you are releasing your information to (family, friends, other third-parties).
- In the last section fill in the name, relationship and email address of the person(s) you wish to give permission to access your academic information.
- Click "save" and you are finished. You and those you gave access to can now call or come in person and by using the FERPA PIN, their name, and your Student ID number (uNID) they can get information regarding your academic record.