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FERPA RELEASE FORM



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RECEIVED

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Office use only

Picture ID is required with this form.
If mailed or faxed, an enlarged copy of ID with a signature is required.

STUDENT INFORMATION

LAST NAME

FIRST NAME

STUDENT ID #

CONTACT #

EMAIL ADDRESS

I give permission to the University of Alaska to release the selected information to the recipient listed for the purpose of _____ (i.e. providing access to parents, scholarship application, reimbursement from employer or other source, etc.)

TYPES OF EDUCATION INFORMATION TO RELEASE

Check	Name	Description
<input type="checkbox"/>	All Records	ALL records listed below.
<input type="checkbox"/>	Accounting	Includes tuition and fee balances, financial holds, mailing and billing address, payment plans, accounting statements, collections and debt information.
<input type="checkbox"/>	Registration	Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended and mailing address information.
<input type="checkbox"/>	Academic Records	Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded and degree(s) awarded.
<input type="checkbox"/>	Financial Aid	Includes all general financial aid information.
<input type="checkbox"/>	Admissions	Includes dates of application, programs selected, documents received, documents pending, dates of admission, admission status and conditions of admission.
<input type="checkbox"/>	Cancel Previous Release	Cancels any previous request.

INDIVIDUAL TO RELEASE INFORMATION TO

LAST NAME

FIRST NAME

CONTACT #

RELATIONSHIP

This authorization is valid until canceled. The student may cancel this release at any time by submitting another FERPA form to the UAF Office of Admissions and the Registrar, Business Office or Financial Aid.

STUDENT SIGNATURE

DATE

OFFICE USE ONLY

ID Type: _____

Verified By: _____

Date: _____

General Information

The Family Educational Rights and Privacy Act (FERPA) deals specifically with the education records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records which are

- 1) directly related to a student and
- 2) maintained by an institution or a party acting for the institution.

FERPA gives students who reach the age of 18, or who attend a postsecondary institution, the right to inspect and review their own education records. Furthermore, students have other rights including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records.

FERPA applies to all educational agencies and institutions that receive funding under most programs administered by the Secretary of Education (34 C.F.R. 99.1). Almost all postsecondary institutions, both public and private, generally receive such funding and must, therefore, comply with FERPA.

Under FERPA, students are given three primary rights. They have the right to: inspect and review their education records; have some control over the disclosure of information from their education records; and seek to amend incorrect education records.

Electing FERPA Confidentiality

The university may release certain directory information to the public on a routine basis unless a student requests, in writing, that the university not release it. Requests for non-disclosure remain in effect until a subsequent written request to release directory information is received.

Students who request non-disclosure of directory information

- * Will not have name printed in the published university chancellor's and dean's lists or commencement program.
- * Will not have attendance and/or degree verified for employers, insurance companies, etc.
- * Will only be able to discuss their UA Accounts in person with photo ID.

PLEASE NOTE

If you choose to elect the "confidentiality" option for your educational records, information for you will be withheld from a variety of sources, including: you - the student. This also includes friends, relatives, prospective employers, and the news media. Each student is advised to carefully consider the consequences of a decision to elect "confidentiality". Once elected the University cannot acknowledge the existence of, or release information about, the record of any student who has elected confidentiality. (You can change this election at any time -- see How to Elect FERPA Confidentiality at UAOnline.) No information or services will be available to you via telephone if you have elected the confidentiality option. Your only options for conducting business transactions with the University would be in person, after presenting a valid photo ID, or through secure login on UA systems.