



FERPA Release Form

The Family Educational Rights and Privacy Act

Business Office
Fax (907) 474-5898

Financial Aid
Fax (907) 474-7065

Registrar
Fax (907) 474-7097
PO Box 757495
Fairbanks, AK 99775

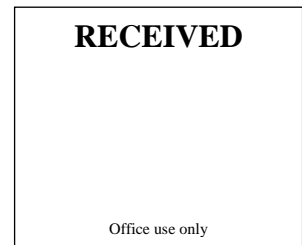
COMPLETED

_____ UA ID No. _____
 LAST FIRST MI Cell Phone #: _____
 Mailing Address: _____
 Street & No. or PO Box: _____ Email: _____
 City, State, Zip: _____

This authorization is valid until canceled. This student may cancel this release at any time by submitting another FERPA form to the UAF Registrar.

I give permission for the University of Alaska Fairbanks to release selected items below to the recipient listed for the purpose of _____.

Student Signature Date



AUTHORIZATION TO RELEASE EDUCATION INFORMATION

- ALL RECORDS**
- Accounting** – Includes tuition and fee balances, financial holds, mailing and billing address, payment plans, accounting statements, collections information and debt information.
- Admission** – Includes date of application, program selected, documents received, documents pending, date of admission, admission status and conditions of admission.
- Registration** – Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended and mailing address information.
- Academic Records** – Includes courses taken, grades received, GPA, academic progress, honors, transfer credit award and degrees awarded.
- Financial Aid** – Includes all general financial aid information.

PLEASE PRINT CLEARLY

(P = Parent, G = Guardian, S = Spouse, O = Other)

- Release to Cancel _____ Relationship (Circle One): P G S O
Name
- Release to Cancel _____ Relationship (Circle One): P G S O
Name
- Release to Cancel _____ Relationship (Circle One): P G S O
Name
- Release to Cancel _____ Relationship (Circle One): P G S O
Name

PICTURE ID IS REQUIRED WITH THIS FORM If mailed or faxed, an enlarged photocopy of ID with a signature is required	Verified by: _____	Date: _____
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What is FERPA?

The Family Educational Rights and Privacy Act prohibits access to, or release of, education information without the written consent of the student.

Please refer to www.alaska.edu/studentservices/ferpa for a full explanation and regulatory exceptions.

Why should I sign this form?

If you sign this form, you are granting access to your education records for the person indicated. University representatives will be able to discuss your records without your written consent.

Does everyone need to sign this form?

No. Students should only sign this form if they want to give access to their education records to someone outside university personnel who have a legitimate educational interest.

Can I change my mind?

Yes. If you decide that you no longer want others to have access to your records, complete a new FERPA Release form to cancel the release.

What types of information will be released to the designated parties if I sign this release?

Education records as designated under FERPA may be released upon request by designated parties. This form does not give another party the right to act on your behalf.

What does the university consider directory information?

Directory information can be given out without the student's written consent unless the student requests in writing to restrict it, or uses UAonline to put a confidential hold on their account.

The University of Alaska defines the directory information:

- Student's name
- Email address
- Hometown/city, state
- Dates of attendance
- Weight and height of students on athletic teams
- Program/major field of study
- Degrees and certificates received including dates
- Participation in officially recognized activities
- Academic and co-curricular honors awards and scholarships including dates received

To release information to a third party over the phone, an office must ask the third party to verify the following information:

- Student's full name
- Student's hometown and state
- Emergency contact information
- High school attended
- High school graduation year
- Campus attending
- Third party name & relationship to student