

FERPA Student Consent to Release Confidential Information

Students must complete this form on their own and turn it into the Registrar's Office in person with a valid photo ID.

<u>Date:</u>	<u>Student Name (Last, First, Middle Initial):</u>	<u>Student ID Number:</u> 900-
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Types of Information to Release: In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the disclosure of information from a student's educational record is considered confidential and will not be released, with certain exceptions, without the student's written consent. Check one or more boxes that you wish to release.

All Records

Admissions: Dates of application, documents received/pending, dates of admission, admission status, residency information.

Bursar/Cashiering: Account balance, financial holds, sponsor information, collections, appeal information, Perkins Loan Information, Institutional Correction Information.

Financial Aid: Financial Aid file. NOTE: specific dollar amounts cannot be disclosed over the phone. This can be viewed through your Student Hub or in-person with a valid photo ID.

Registrar: Academic records, grades, COF status, registration status, course/schedule information, holds, academic standing.

Other: _____

Length of time for FERPA Release: If this area is left blank, the release will expire one year after signing.

Long-Term Use: This authorization will remain in effect until I withdraw this authorization in writing.

One-Time Use: This authorization can be used only once. Date of one-time use: _____

Limited Use: This release is valid through: _____

Person/s to whom information is to be released:

<u>Name (First, Last):</u>	<u>Phone:</u>	<u>Email:</u>
<u>Name (First, Last):</u>	<u>Phone:</u>	<u>Email:</u>
<u>Name (First, Last):</u>	<u>Phone:</u>	<u>Email:</u>

Provide a password known only by you and the person/s listed above: _____

Authorization Statement: I hereby authorize MSU Denver to release the indicated information to the person/organization designated on this form. This authorization is considered valid until changed by the student or until length of time expires.

Student Signature Date

Notary Section: ONLY if this form is not turned in by the student in person.

Subscribed and affirmed before me in the County of _____

State of _____, this _____ day of 20_____.

Notary's official signature: _____ My commission expires:

Office Use Only: Staff member who confirmed identity:	Date:
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