



## Authorization to Release Student Information

I understand that information contained in my education record is protected under FERPA except for directory information or as defined by the U.S. Department of Education. Student records may include, but are not limited to, financial/financial aid information, academic, and/or judicial/student conduct. Information from my educational record cannot be released to a third party without my written consent.

I authorize the third party listed below access to my educational records as listed below.

First Name			
Last Name			
Company, if applicable			
Phone Number			
Email Address			
Address			
Start Date*		End Dates*	

\* This authorization is only valid for two (2) years from the date signed or at the time of graduation, whichever comes first. Students may also indicate if the third party has temporary access by indicating above the start and end dates.

In the event I want to rescind this authorization to access to my records to the individual listed below I must notify the University in writing.

Please select all that apply:

- Financial/Financial Aid Information
- Academic: Grades and Attendance
- Judicial/Student Conduct
- Other (*Please Specify*) \_\_\_\_\_

Please create a unique 6-digit alpha-numeric passcode that the above-listed party will use to identify themselves when discussing your record. United States University officials will require the above third-party to give this passcode each time that they inquire about your academic record.

Your passcode should be made up of three letters followed by three numbers (Example: ABC-001):

**Passcode:** \_\_\_\_\_ - \_\_\_\_\_

By signing below, I am providing consent to United States University to release the following information to parties specified.

Legal Student Name			
Student ID			
Signature and Date			