

STUDENT AUTHORIZATION TO RELEASE EDUCATION RECORDS

Completed and approved form should be taken to the One Stop Enrollment Center for processing. Student must present valid photo ID at the One Stop Enrollment Center at time of processing. Effective date of this request is the date it is processed at the One Stop Enrollment Center.

Student's
First Name: _____ **Middle:** _____ **Last:** _____ **myUTSA ID:** _____

Telephone Number: _____ **Preferred Email Address:** _____

FERPA Notice:

The Family Educational Rights and Privacy Act of 1974 (FERPA), initially called the Buckley Amendment, allows students at an institution of higher education to control outside access to their education records, including requests for information from their parents, guardians, or others as designated by the student. Submitting this completed form allows the University of Texas at San Antonio to disclose information from a student's education records to outside third parties. However, students can also provide a standing release allowing UTSA to disclose information to others. To do so, the following declaration must be completed:

I, the above-named student, hereby declare that The University of Texas at San Antonio may release information to the following designee and for the following reasons:

Designee's
First Name: _____ **Middle:** _____ **Last:** _____

Please note: If you have more than one designee, a separate form must be completed for each designee.

Please choose the relationship of the designee:

Please choose the access level granted:

This Authorization does not allow resetting of PINS or releasing student ID numbers to a third party.

<input type="radio"/> P = Parent
<input type="radio"/> S = Spouse
<input type="radio"/> G = Guardian
<input type="radio"/> O = Other

- ALL= All access- if selected, no other choices below are needed
- 1 = View Bills
- 2 = Pay Bills
- 3 = View Class Schedule
- 4 = View Admissions Information
- 5 = View Financial Aid Information
- 6 = View Academic Records (Designee: in person only)
- 7 = Request Official Transcripts (Designee: in person only)
- 8 = View Housing Information

Security Question and Answer - Extremely Important!

In order to ensure secure access to your records, we require the creation of a security question and answer that you share only with the designee on this form. This information is critical in the event that the designee contacts UTSA via a phone call or in person, and requires information from your records. **If the authorized designee correctly provides both the security question and answer, then whatever access level you have granted will be shared with your designee.** However, the University reserves the right to deny access if there is any doubt as to the authenticity of the person requesting access. It may be necessary for the designee to present a photo ID and other documents in person in order to determine appropriate identification.

For security purposes, email inquiries about your record will not be accepted.

Your security question should not be something of common knowledge, such as "Who is the President of the United States?" It should be something that only you and the designee know. A possible good example of a security question could be "Who was my favorite teacher in elementary school?" **It is required that you share both your security question and answer with your designee!**

Security Question: _____ **Answer:** _____

I understand that this release is in effect until such time that I complete and submit a *REVOKE AUTHORIZATION TO RELEASE EDUCATION RECORDS FORM*, found at: <http://utsa.edu/registrar/forms/revokeauth.pdf>

Student's Signature: _____ **Date:** _____

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.