

**REVOKE 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. Without a student's written consent, The University of Texas at San Antonio may not 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. After having done so, to revoke a Student Authorization to Release Education Records form the following declaration must be completed:

**I, the above-named student, hereby declare that The University of Texas at San Antonio should revoke the Student Authorization to Release Education Records for:**

**Former Designee:** \_\_\_\_\_ **Original Authorization Date:** \_\_\_\_\_

**I understand that if I want to designate another individual or change the access level of the above designee, then a new Student Authorization to Release Education Records must be completed.**

**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.