



# Student Information Release Authorization

## Office of the University Registrar

Banner ID	Last Name	First Name	MI	Date of Birth
Mailing Address		City, State, Zip		Phone Number
TAMU Email	Classification	College	Degree	Major / Minor

In compliance with the federal *Family Educational Rights and Privacy Act of 1974*, the University is prohibited from providing certain information from your student records to a third party, such as information on grades, GPA, schedule and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. **The University does not automatically send information to a third party.**

Submit your completed form to the Office of the University Registrar (ZSC 121). **Please note that your authorization to release information has NO EXPIRATION DATE;** however, you may revoke your authorization at any time by sending a written request to the same office stated above. NOTE: For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. *However, it is University policy not to release certain aspects of student records over the phone or via email.*

Name of person or organization to release information to: \_\_\_\_\_  
 Last 4 digits of SSN (if person): \_\_\_\_\_ Relation to Student: \_\_\_\_\_  
 Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Information to release: *(check one or more)*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Grades                                    | <input type="checkbox"/> GPA (cumulative)  | <input type="checkbox"/> Access to ALL student records maintained by the Registrar's Office |
| <input type="checkbox"/> GPA (term)                                | <input type="checkbox"/> Student ID Number |   |
| <input type="checkbox"/> Other <i>(please be specific)</i> : _____ |  |   |

**X** \_\_\_\_\_  
 Student's Signature Date

*Registrar's Office Use Only*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ / Processed by: \_\_\_\_\_ Date: \_\_\_\_\_