



University of Colorado Colorado Springs

Student Permission Form Release of Confidential Information from the Student Education Record

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 permission. In accordance with FERPA, the University of Colorado - Colorado Springs will disclose to a parent(s), spouse, other family member(s), or third party(s) information from the student education record provided the University has on file written consent from the student. Please complete the following information below and return to the Office of the Registrar, Main Hall Room 108.

Name Student ID DOB

1. Specific Records that may be disclosed (check all that apply):

- All the below (or select specific records)
- Transcript Request
- Grades
- Student Financial/Billing Information
- Holds or Suspensions (Academic or Financial)
- Financial Aid (Financial Aid Information is limited per Gramm-Leach-Bliley Act of 1999)
- GPA
- Course Schedule
- Housing Information
- Academic Advising
- Tuition Classification/Residency (*may include detailed financial, credit card, banking, IRS Tax forms, and other personally sensitive information)
- Other specific information from my educational record (can be date specific): _____

2. You must state the purpose of the disclosure:

- To provide the information to the person(s) listed below (#3):
- Other: _____

3. Name(s) to whom the information may be released (please print clearly):

Name: _____ Phone: _____
 Name: _____ Phone: _____
 Name: _____ Phone: _____

4. You must establish a password with the individuals listed in #3 before we can provide access to information from your student educational record. We will not release any information from your record (other than directory information) unless the person(s) named above provides us this password.

This password is: _____ (please print legibly).

By signing below, you agree that University personnel may provide the information identified above from your education record. This approval will remain in your record, and will allow us to release the information you have authorized, even when you are no longer listed as a dependent on your parent's income tax return, or you have graduated or left the University, unless you revoke this permission. To revoke, you will need to write and sign a written request.

NOTE: Even if you do not sign this form, your parents may access your education records if you are still a dependent and they declare you as a dependent on their most recent federal income tax form and you are under 21 years old (according to the Internal Revenue Code of 1986, Section 152).

Student Signature

Date

*Students, you must return this form in person with a Photo ID to the Office of the Registrar, Main Hall Room 108 or submit from your Student Portal.

