



# Student Information Release Authorization

## Office of the Registrar

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA – see back), Life Pacific University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees, financial aid (including scholarships, grants, or loan amounts) 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. 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.

This form can be submitted to the Registrar's Office. Please note, your authorization to release information does not expire while you are in school; however, you may revoke your authorization at any time by submitting a new form to revoke authorization.

### Student Information

Name (Last, First, Middle Initial)

Student ID Number

### Third-Party Information: Person 1

Information to be Released:

☐ Academic

(including grades/progress)

☐ Financial

(including billing/ financial aid)

☐ None

☐ Other:

Name (Last, First, Middle Initial)

Relationship to Student

Current Address

City

State

Zip

### Third-Party Information: Person 2

Information to be Released:

☐ Academic

(including grades/progress)

☐ Financial

(including billing/ financial aid)

☐ None

☐ Other:

Name (Last, First, Middle Initial)

Relationship to Student

Current Address

City

State

Zip

### Authentication

All students are required to provide a special identifier code which will be used to verify permission to access your record. Any time you request information to be released over the phone or when the party listed above (if applicable) contacts Life Pacific University, **the caller(s) will be asked to authenticate her/his identity by providing this identifier code.** You, the student, should create this identifier code and provide it to your third-party contact. **Do not choose an identifier code that could be easily guessed (name, phone numbers, birth dates, SSN's, and student ID numbers cannot be used).** If you or your third party are unable to correctly provide the identifier, Life Pacific University will not release any non-directory information from your record. If you forget or misplace your identifier, the Registrar's Office can only provide it to you by sending it to your campus email address on file upon request.

#### Identifier Code Requirements:

The identifier may be letters (words) and/or numbers.

***It must be no longer than 9 characters.***

Identifier Code

### Authorization

By signing below, I consent that Life Pacific University may disclose and discuss confidential information from my education record with the individuals listed; if no individual is listed, I understand that no confidential information from my education record will be released to a third-party individual. I have also provided a unique identifier code which will be used by me and my third party (if applicable) to access my confidential information.

Student's Signature

Date

Office Use Only – Entry

Note: For the third-party designee whose name is on this form, this release overrides all FERPA directory suppression information that you may have set up in your student record.

## FERPA Notification of Rights for Post-Secondary Institutions

### A Student's Right to Know

The Family Education Right and Privacy Act (FERPA) affords students certain rights with respects to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the students want changed and specify why it should be changed.

If the University decides not to amend the record as requested by the student, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic (including faculty, faculty advisors, Academic Dean, Assistant to the Academic Dean, Faculty Assistant, Dean of Students, and other University personnel) or research, or support staff position (including Transcript Evaluator, law enforcement personnel [campus security and the Dean of Students at the University at times serve in a law enforcement capacity], health staff, teacher assistants, or work study students); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials such as an attorney, auditor, or collection agent; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record to fulfill his or her professional responsibilities for the University.

The University has designated the following categories of information as directory information, which may at the University's discretion be released to the public without the student's consent: student's name and maiden name, address, email, telephone listing, date and place of birth, major field of study and courses taken, number of units earned, participation in officially recognized activities and sports, Deans List, dates of attendance, degrees and awards received, all previous educational agencies or institutions attended by the student, current class schedule, church membership, and parent's names, address, email, and telephone listing.

Upon request, the University will disclose education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Ave. N.W.  
Washington, DC 20202-4605