



University  
College

# FERPA Family Educational Rights and Privacy Act

Student's Last Name

First Name

M. I.

UC ID #

It is the policy of University College at Azusa Pacific University, in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personal information contained in our students' records unless the student has completed this FERPA release form or FERPA allows disclosure. Directory information, such as name and address, may be disclosed to the public. However, private information, such as grades, class schedules, the student's account, and financial aid information will not be released without a completed FERPA form on file.

Information I am requesting to release (please initial all items below):

\_\_\_\_\_ Financial Aid and Student Account Information

\_\_\_\_\_ Admissions Status

\_\_\_\_\_ Academic Progress and Grades

Person(s) to whom information may be released:

Name

Relationship

---

---

**Passcode created by the Student:** \_\_\_\_\_

Passcode is a word that will need to be provided by the person(s) mentioned above in order for information to be released.

I authorize University College at Azusa Pacific University to release the following educational records, upon request, to the persons listed above. I understand that I reserve the right to release information in writing for the access and disclosure of my account information. I understand that no information will be released to any party outside the university without my written permission. This restriction will remain in effect until it is countermanded in writing to University College.

**Student Signature**

**Date**