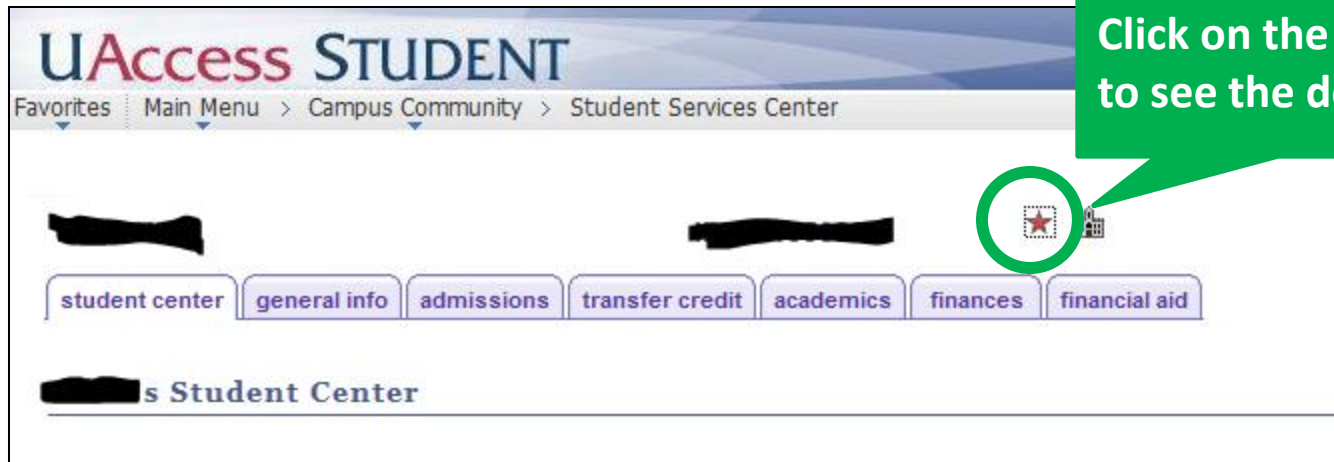



How to determine if an Information Release is on file.

Navigate to Student Services Center and check to see if the student has any service indicators. Click on the red star to see the details.



Manage Service Indicators

Display: Effect **Positive** Institution **The University of Arizona** Refresh 

[+ Add Service Indicator](#)

Service Indicator Summary									
Personalize Find View All  First 1 of 1 Last									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
CIR	FERPA-Information Release	FERPA-Information Release	UAZ00					06/06/2012	06/06/2013

[+ Add Service Indicator](#)

Click on the CIR code to see the details.

The comments section will outline the details of consent. In this example, a specific person was given authority for Full Access.

Favorites | Main Menu > Campus Community > Student Services Center

*Institution: UAZ00 The University of Arizona

*Service Indicator Code: CIR FERPA-Information Release

*Service Ind Reason Code: CIR FERPA-Information Release

Description: Authorization for release of information on file with the Registrar's Office.
Contact: Admin 210 Telephone: (520) 621-3113

Effect: Positive

Effective Period

Start Term: End Term:

Start Date: 06/06/2012 End Date: 06/06/2013

Assignment Details

*Department: 8101 Office of the Registrar

Reference:

Amount: 0.00 Currency: USD

Contact Information

Contact ID: Contact Person:

Placed Person ID: 15805818 Placed By: Ortiz, Sharon G

Placed Method: Manual

Placed Process: Release Process:

Comments

Authorization for Release of Information/Consent for Full Access to Educational Records. [REDACTED] has access up to 1 yr from start date 6/6/2012 to access student's education information.

Services Impacted