RESOURCE GUIDE: Verifying Authorization for Release of Information on Student Record



Background

Students may grant authorization for the release of academic information to an individual or agency through their UAccess Student Center. Users with Administrative access can view this information to determine which individual(s) or agency the authorization has been granted to, the type of information that can be released, the length of the authorization, as well as the security word or code. Note that this authorization does not allow for anyone to make changes to student educational records.

How to view the Authorization for Release of Information								
Step 1: Log in to uaccess.arizona.edu and select Administrative Staff.	THE UNIVERSITY OF ARIZONA UAccess							
		Coronavirus Information						
	Students Administrative Systems							
	Student Center	Employee/Manager Self Service	EDGE Learning					
	Guest Center	Analytics/Reporting	Budget & Planning					
	Instructor Center	Financials 🛍	Research					
	Administrative Staff	eDisclosure	Space					
		eIRB	Adaptive Insights					

Step 2: Select Student Services Center.

UA	ccess • Student	Navigator 👻	Search in Navi	igator	Q
	UA Landing Page 🔻				
]	Student Services Ce	nter	Classic Home	UA Application Summary
	ſ	Quick Enroll		Authorize Release of Info	
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Office of the Registrar

Step 3: Look up the student using the SID, NetID, or First Name/Last Name.

Student Services Center

UA Landing Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	
Search Criteria	
ID begins with 🗸	
Campus ID begins with 🗸	
National ID begins with 🗸	
Last Name begins with 🗸	
First Name begins with 🗸	
Case Sensitive	
Search Clear E	Basic Search 🖉 Save Search Criteria

Step 4: If a student has	Γ
an active authorization	
on file, it will appear	
under the Notices &	
Holds section as	_
Information Release	S N
on File. Select the star	
to navigate to the	A I
service indicator page.	
	1

			ID		⊘ ★	â				
Student Center	General Info	Admissions	Transfer Credit	Academics	Finances	Financial Aid				
	Student Ce	enter								
Academics										Search for Classes
My Class Schedule			👪 Deadlines	😡 D2L						ocarciniti olasses
Shopping Cart My Planner	Shopping Cart My Planner		Fall 2023 Schedule							Notices & Holds
Other			C	lass	Schedule	Grade Replacement	Honors	Class Description	Location	Information Release On File
Academic										Financial Ald Notice
Information										UAlerts Opt Out
		▼ (>>)								Update Emergency Contact
										Student Authorization
										Details 🕨
						Weekly Sch	edule 🕨			

Step 5: On the Manage Service Indicators page, select the **CIR code** to view the details about the authorization.

	icators	nstitution Th	e University of A	rizona	~	Defect	<i>a</i>		
Display Effect Positive Institution The University of Arizona Refresh Personalize Image: Add Service Indicator Service Indicator Summary Personalize Find View All Image: Add Action Acti									
ode Description	Reason Description	Institution	Start Term		End Term	End Term Description	Start Date	End Date	
JAlerts Opt Out	UAlerts Opt Out	UAZ00					10/25/2022		
Jpdate Emergency Contact	Update Emergency Contact	UAZ00	0000	Beginning			12/15/2020		
nformation Release On File	Information Release On File	UAZ00					07/31/2023	09/06/2025	
Student Authorization	FAFSA Data Release	UAZ00					11/02/2018		
	ce Indicator dicator Summa ode Description Alerts Opt Out pdate mergency ontact iformation elease On File tudent	ce Indicator dicator Summary ode Description Reason Description Alerts Opt Out UAlerts Opt Out Update mergency ontact formation lease On File Update Later Sa Data Release tudent EAESA Data Release	ce Indicator dicator Summary ode Description Reason Description Institution Alerts Opt Out UAlerts Opt Out UAlerts Opt Out UAlerts Opt Out Update Emergency Ontact Information Ielease On File UA200	ce Indicator dicator Summary ode Description Reason Description Institution Start Term Alerts Opt Out UAlerts Opt Out UAlerts Opt Out UAZ00 Update Emergency Contact UAZ00 UAZ00 0000 Information Information Release UAZ00 UAZ0	Effect Positive V Institution The University of Arizona Cel Indicator dicator Summary Person ode Description Reason Description Institution Start Term Ode Description Reason Description Institution Start Term Ode Description Institution Start Term Ode Description UAZ00 00000 Beginning On File UAZ00 OU Person ode Description Reason Description UAZ00 0000 Beginning ontact On File UAZ00 UAZ00 UAZ00 on File UAZ00 UAZ00 UAZ00 UAZ00	Effect Positive Institution The University of Arizona The University of Arizona Colspan="2">Personalize Find V Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" Colspan="2">Colspan="2" Institution The University of Arizona Colspan="2">Colspan="2" Colspan="2">Colspan="2" Colspan="2" Value Value <th c<="" td=""><td>Effect Positive Institution The University of Arizona Refresh Cellocator dicator Summary Personalize Find View Al @] @ dicator Summary Personalize Find View Al @] @ dode Description Refresh Alerts Opt Out UA200 Start Term End Term End Term Discription JUA200 0000 Beginning Information Release UA200 Coloped Coloped</td><td>Refrestive view Refrestive view Start Out Start Term Personalize Find View All @ @ @ @ @ @ @ @ @ </td></th>	<td>Effect Positive Institution The University of Arizona Refresh Cellocator dicator Summary Personalize Find View Al @] @ dicator Summary Personalize Find View Al @] @ dode Description Refresh Alerts Opt Out UA200 Start Term End Term End Term Discription JUA200 0000 Beginning Information Release UA200 Coloped Coloped</td> <td>Refrestive view Refrestive view Start Out Start Term Personalize Find View All @ @ @ @ @ @ @ @ @ </td>	Effect Positive Institution The University of Arizona Refresh Cellocator dicator Summary Personalize Find View Al @] @ dicator Summary Personalize Find View Al @] @ dode Description Refresh Alerts Opt Out UA200 Start Term End Term End Term Discription JUA200 0000 Beginning Information Release UA200 Coloped Coloped	Refrestive view Start Out Start Term Personalize Find View All @ @ @ @ @ @ @ @ @

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Office of the Registrar

Step 6: You can view the Start and	Edit Service Indicator
End Dates under the Effective	
Period. The Type of Access,	*Institution UAZ00 Q The University of Arizona
Individual/Agency, and Security	*Institution 0A200 C The University of Arizona *Service Indicator Code CIR C Information Release On File
Word or Number can be viewed	*Reason CIR Q Information Release On File
here.	Description Authorization for release of information on file with the
	Registrar's Office.
	Contact: Admin 210 Telephone: (520) 621-3113
	Effective Period
	Start Term Q End Term Q
	Start Date 09/06/2025 前
	Assignment Details
	*Department 8101 Q Office of the Registrar
	Reference
	Amount 0.00 Currency USD Q
	Contact Information
	Contact ID Contact Person
	Placed Person ID Q Placed By Davenport,Michael J
	Placed Method Manual
	Placed Process Release Process
	Comments
	Limited access granted. Specific access: Grades from classes. Agent Details: Michael Davenport Security Word/Number: 1234
	1876 characters remaining
	Services Impacted
	No Impacts are associated with the selected Service Indicator Code.

Contact Information

Please contact the Office of the Registrar with any questions regarding the Authorization for Release of Information (FERPA) Authorization. You can contact us via email: reghelp@arizona.edu or phone: 520-621-3113. For more information, visit our website: https://registrar.arizona.edu/