### **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 <b>Type of Access,</b>	*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: <a href="mailto:reghelp@arizona.edu">reghelp@arizona.edu</a> or phone: 520-621-3113. For more information, visit our website: <a href="https://registrar.arizona.edu/">https://registrar.arizona.edu/</a>