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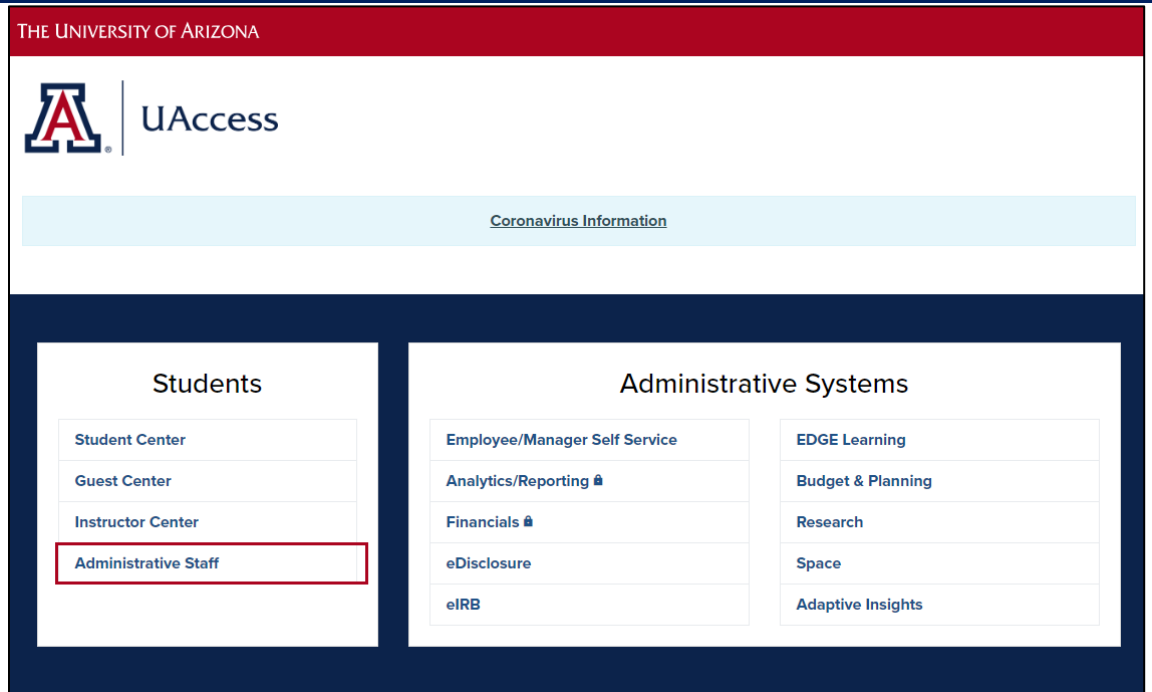
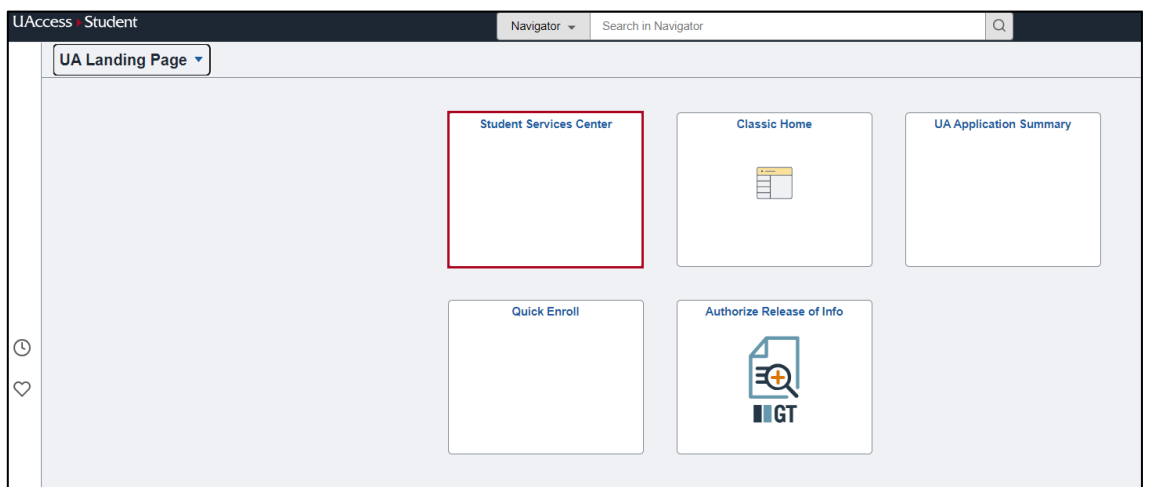Office of the Registrar

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**.

Step 2: Select **Student Services Center**.

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

< UA Landing Page

Student Services Center

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] Basic Search Save Search Criteria

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

ID ⊘ ★

Student Center | General Info | Admissions | Transfer Credit | Academics | Finances | Financial Aid

Student Center

▼ Academics

My Class Schedule
Shopping Cart
My Planner

Other
Academic
Information

📅 Deadlines   📖 D2L

Fall 2023 Schedule

	Class	Schedule	Grade Replacement	Honors	Class Description	Location

Weekly Schedule ▶

[Search for Classes]

▼ Notices & Holds

Information Release On File
Financial Aid Notice
UAlerts Opt Out
Update Emergency Contact
Student Authorization

Details ▶

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

Manage Service Indicators

Display   Effect [Positive ▾]   Institution [The University of Arizona ▾]   Refresh ↻

➕ Add Service Indicator

Service Indicator Summary   Personalize | Find | View All | 🔁 | 📇   First ◀ 1-4 of 4 ▶ Last

Code	Code Description	Reason Description	Institution	Start Term		End Term	End Term Description	Start Date	End Date
CA1	UAlerts Opt Out	UAlerts Opt Out	UAZ00					10/25/2022	
CEC	Update Emergency Contact	Update Emergency Contact	UAZ00	0000		Beginning		12/15/2020	
CIR	Information Release On File	Information Release On File	UAZ00					07/31/2023	09/06/2025
FSA	Student Authorization	FAFSA Data Release	UAZ00					11/02/2018	

➕ Add Service Indicator

Step 6: You can view the **Start and End Dates** under the Effective Period. The **Type of Access, Individual/Agency, and Security Word or Number** can be viewed here.

Edit Service Indicator

*Institution	UAZ00 🔍 The University of Arizona
*Service Indicator Code	CIR 🔍 Information Release On File
*Reason	CIR 🔍 Information Release On File
Description	Authorization for release of information on file with the Registrar's Office. Contact: Admin 210 Telephone: (520) 621-3113
Effect	Positive Service Indicator

Effective Period

Start Term	🔍	End Term	🔍
Start Date 07/31/2023 📅		End Date 09/06/2025 📅	

Assignment Details

*Department	8101 🔍 Office of the Registrar
Reference	
Amount	0.00
Currency	USD 🔍

Contact Information

Contact ID	🔍	Contact Person	
Placed Person ID	🔍	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/**