Release of Information (FERPA) Authorization Request

Follow this tutorial to grant a person or persons access to select education records for up to five years.

FERPA Student & Parent Information
Step 1  Release of Information (FERPA) Authorization

- You can access the Release of Information (FERPA) Authorization request page through your UAccess Student Center.

- Navigate to the Quick Links section on the homepage of UAccess and select Forms.
Step 2  Release of Information (FERPA) Authorization

• Select **Release of Info (FERPA) Auth** within the **Personal Information** section of the page.
• To grant full access to your education records, select **Consent for Full Access to Education Records**.

Note: This authorization does not allow anyone to take action on your behalf. You may grant **Guest Center** access to individuals who need access to information in your Student Center account.
- If you wish to grant limited access to your records, either select **Consent for Limited Access to University Records** and fill out the box labeled **The following specific information or records**.

- Or select **Only my University of Arizona transcript**.
Step 4  Release of Information (FERPA) Authorization

- Enter the name and address of the person or agency to whom you wish to grant access.

- To input the **State**, enter its abbreviation or select the **magnifying glass icon** next to the **State** field and select or search for the appropriate state or US territory using the **Description** field. If the address is not within the USA, select **FC – Foreign Country**.
• Input the **security word or number** the individual(s) will use to confirm that they have your consent.
• You can grant someone access for up to five years.
• Select the calendar icon next to This authorization expires on and select your desired expiration date for this authorization.
When you’re ready to submit your request, select the **Acknowledgment** button and then click **Submit**.

This authorization should take place immediately. If the person(s) to whom you’ve granted access is experiencing difficulty or you wish to update this permission, contact **reghelp@arizona.edu**.
We hope you found this tutorial helpful!

If you need additional support, please contact us at:

reghelp@arizona.edu

520-621-3113

For more information, visit our website:
https://www.registrar.arizona.edu/