



Office of the Registrar

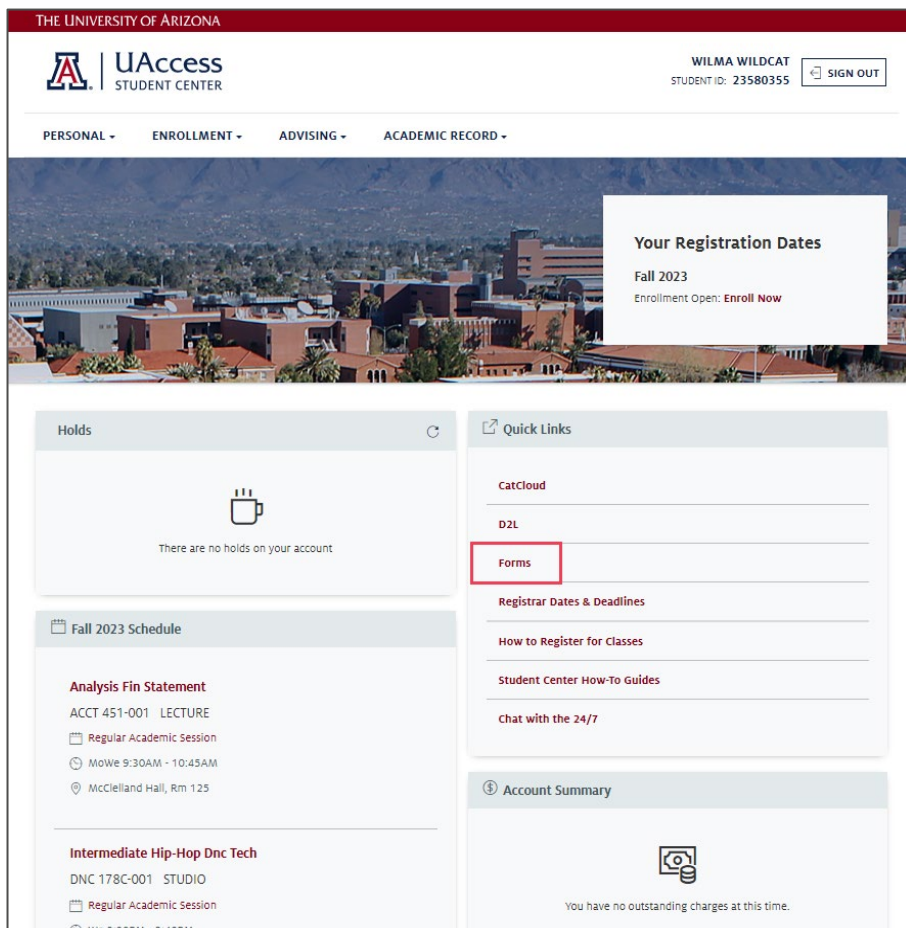
Release of Information (FERPA) Authorization Request

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

THE UNIVERSITY OF ARIZONA

UAccess
STUDENT CENTER

CHLOE FUNG
STUDENT ID: 22074759

PERSONAL ▾ ENROLLMENT ▾ ADVISING ▾ ACADEMIC RECORD ▾ FINANCIAL AID ▾ BURSAR ACCOUNT ▾

Home / Forms

Forms

Create new forms and check the status of your submitted forms

All Forms My Forms

Financials

UA Student Emergency Fund

Dean of Students

Richard H. Tyler Student Emergency Fund Request Form

Personal Information

Release of Info (FERPA) Auth

Office of the Registrar

Use this form to manage who has access to your education records.



- Select **Release of Info (FERPA) Auth** within the **Personal Information** section of the page.

Step 3

Release of Information (FERPA) Authorization

Authorization Details

Authorization may be provided for full access to your educational records or you may provide authorization for limited access. If providing limited access, you can specify which information you are authorizing for release below.

☒ **Consent for Full Access to Education Records**

Consent for Limited Access to Education Records

No

Provide full name and address of the individual(s) to whom access to records may be provided. This information may be used for security and verification purposes

Name or Agency

Address Line 1

Address Line 2

City

State (Abbreviation)

Zip Code

Provide security word or number to be used by individual(s) for ID purposes *

- 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.

Step 3

Release of Information (FERPA) Authorization

Authorization Details

Authorization may be provided for full access to your educational records or you may provide authorization for limited access. If providing limited access, you can specify which information you are authorizing for release below.

Consent for Full Access to Education Records
No

☒ **Consent for Limited Access to Education Records**

☐ Only my University of Arizona transcript

The following specific information or records

Provide full name and address of the individual(s) to whom access to records may be provided. This information may be used for security and verification purposes

Authorization Details

Authorization may be provided for full access to your educational records or you may provide authorization for limited access. If providing limited access, you can specify which information you are authorizing for release below.

Consent for Full Access to Education Records
No

Consent for Limited Access to Education Records
Yes

☒ **Only my University of Arizona transcript**

The following specific information or records



- 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*

The image shows a form for FERPA authorization. The form fields are: Name or Agency (Wilbur Wildcat), Address Line 1 (1303 E University Blvd), Address Line 2, City (Tucson), State (Abbreviation), Zip Code, and a security word/number field. A magnifying glass icon is next to the State field. A red arrow points from this icon to a 'Lookup' window. The 'Lookup' window has a 'Value' field and a 'Description' field. The 'Description' field is highlighted with a red box. Below the fields is a table with 65 rows, showing state abbreviations and descriptions. The 'Select Row' column has a 'Select' button for each row. The 'Select' button for 'AZ' is highlighted with a red box. The 'Lookup' window also has 'CANCEL', 'CLEAR', and 'SEARCH' buttons.

Name or Agency
Wilbur Wildcat

Address Line 1
1303 E University Blvd

Address Line 2

City
Tucson

State (Abbreviation)

Zip Code

Provide security word or number to be used by individual(s) for ID purposes *

Lookup

Value
begin with

Description
begin with Arizona

20 of 65 **More**

| Value | Description | Select Row |
|-------|-----------------------|------------|
| AA | Armed Forces Americas | Select |
| AE | Armed Forces Europe | Select |
| AK | Alaska | Select |
| AL | Alabama | Select |
| AP | Armed Forces Pacific | Select |
| AR | Arkansas | Select |
| AS | American Samoa | Select |
| AZ | Arizona | Select |
| CA | California | Select |
| CO | Colorado | Select |
| CT | Connecticut | Select |
| DC | District of Columbia | Select |
| DE | Delaware | Select |
| FC | Foreign Country | Select |
| FL | Florida | Select |
| GA | Georgia | Select |
| GU | Guam | Select |
| HI | Hawaii | Select |
| IA | Iowa | Select |
| ID | Idaho | Select |

20 of 65 **More**

- 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**.

Step 5 *Release of Information (FERPA) Authorization*

Name or Agency
Wilbur Wildcat

Address Line 1
1303 E University Blvd

Address Line 2

City
Tucson

State (Abbreviation)
AZ

Zip Code
85719

Provide security word or number to be used by individual(s) for ID purposes *

MsKTOFb0W3M0



- Input the **security word or number** the individual(s) will use to confirm that they have your consent.


Step 6 *Release of Information (FERPA) Authorization*

Length of Authorization

Select the appropriate time frame for the length of the authorization.

The authorization will remain continuously in effect for the specified time frame or until you withdraw this authorization in writing via reghelp@arizona.edu.



This authorization expires on *





« July 2023 »

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

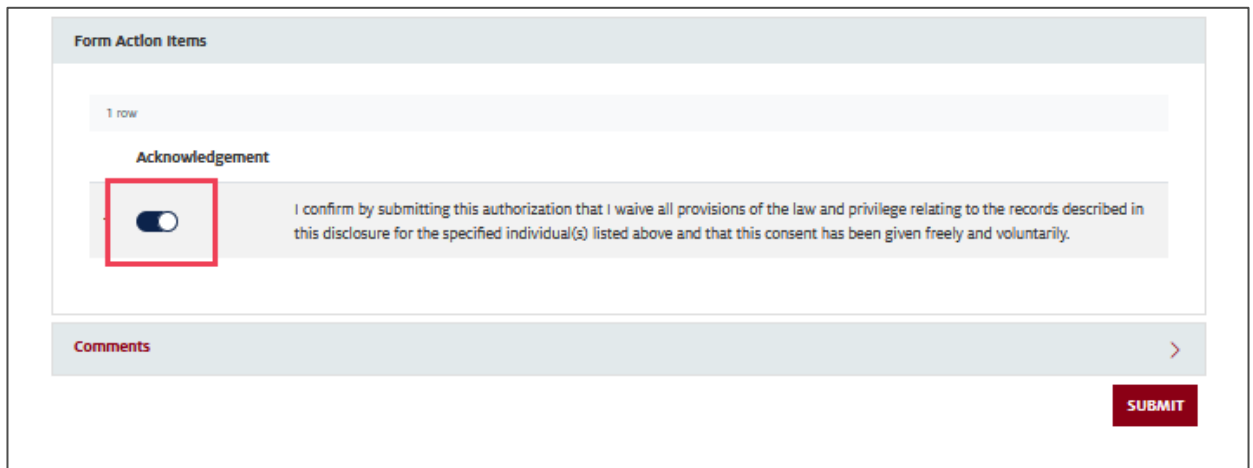
 

This field is required.



- 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.

Step 7 *Release of Information (FERPA) Authorization*



The screenshot displays a web form titled "Form Action Items". Below the title, it indicates "1 row". The main section is labeled "Acknowledgement" and contains a toggle switch, which is highlighted with a red square. To the right of the toggle, the text reads: "I confirm by submitting this authorization that I waive all provisions of the law and privilege relating to the records described in this disclosure for the specified individual(s) listed above and that this consent has been given freely and voluntarily." Below the acknowledgement section is a "Comments" field with a right-pointing arrow. At the bottom right of the form is a red "SUBMIT" button.



- 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.



Office of the Registrar

**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/>