

Student Record Release Authorization Instructions

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ANNOUNCEMENTS
You currently have no announcements.
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MY ALERTS
 Your iMail password is older than **180** days. Stay secure and [change your password](#) today.

WHAT'S NEW FOR STUDENTS

- [Mathematics Scholarship Applications Due February 22](#)
- [Group Counseling Sessions Now Available](#)
- [IUP Mens' Basketball Hosts Pet Supply Drive](#)

IUP SUMMER SESSIONS GET AHEAD
SESSION I: **MAY 31-JULY 1**
EARLY SESSION: **MAY 9-MAY 27** SESSION II: **JULY 5-AUGUST 5**
GET AHEAD WITH SUMMER SESSIONS! VIEW THE COURSES BEING OFFERED IN EACH OF THE THREE SESSIONS AND REGISTER NOW!

WHAT'S NEW FOR EMPLOYEES

- [AFSCME, SPFPA, OPEIU, PSSU Seniority Lists](#)
- [SAP Navigation and Budget Training, February 24](#)
- [Oak Room Menu, Week of February 1](#)

HOME ACADEMICS FINANCES CAMPUS LIFE CAMPUS SERVICES **PERSONAL INFO**

PERSONAL INFORMATION

- [Password reset options](#) - for IUP network, e-mail, and ESS
- [Promotion form submission](#)
- [Password reset options](#) - for IUP network and e-mail
- [Background clearance progress](#)
- Your contact information: [view](#) | [update](#)
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- [Form for employee address changes](#) - submit to Payroll
- [IUP computer account information for employees](#)

IUP NETWORK PASSWORD EXPIRATION
Your password will expire in **67** days.
[Change password](#)

STUDENT INFORMATION

- [Record release authorization](#) | [explanation](#)
- [Enrollment verification](#)
- [View your alternate PIN](#)

EMPLOYEE SELF SERVICE

- [Employee self-service \(ESS\)](#)
- [ESS help documents](#)
- Tip: your username is 40USERNAME@passhe.tcl, where USERNAME is your MyIUP username

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Record has been successfully removed.

Authorization for IUP Personnel to Disclose Educational Records Information

This form allows you to identify individuals or entities to whom your educational record information can be released.

Banner ID: [REDACTED]	Name: [REDACTED]
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Student will fill out the below online form with the required fields. They will also create a security keyword and phrase, as well as check the boxes below to grant access to specific categories.

If you wish to enter an authorized person, complete the form below:

Required Fields*:

First Name*:	<input type="text"/>	Last Name*:	<input type="text"/>
Address*:	<input type="text"/>	City State Zip*:	<input type="text"/>
Security Keyword*:	<input type="text"/>	Security Phrase*:	<input type="text"/>

Please note: Both security keyword and security phrase **MUST** be known by your contact(s) in order to disclose your educational record information to those you have authorized.

Place a checkmark in each category where access is granted:

<input type="checkbox"/>	* Academic Records: graduation, grades, academic standing, and probation/dismissal status. NOTE: Transcripts and certifications which need to be mailed out require the student's written, dated request.
<input type="checkbox"/>	* Registration Records: scheduling information and registration holds.
<input type="checkbox"/>	* Housing Records: meal plan and IUP residency information.
<input type="checkbox"/>	* Financial Aid Records: financial aid resources and amounts, academic progress explanation (may include grade information), specific information found on the Free Application for Federal Student Aid (FAFSA) and any other document received, financial or otherwise, by the Financial Aid Office from the parent and/or student.
<input type="checkbox"/>	* Bursar's Records: student bill and transaction activities, refund information, install payments.
<input type="button" value="Submit"/>	