

# SETTING UP YOUR STUDENT RECORD RELEASE AUTHORIZATION INSTRUCTIONS

*This process allows students to designate the individuals or entities to whom their educational record can be released. This is optional, and the student can choose, or not choose, to release their educational record information.*

1. Sign into **My IUP** using your IUP network account.
2. Click the **Student Services** link.
3. In the **Student Services** link, click **Academic Records**, then **Student Record Release Authorization**.  
*This will take you to the page where you will designate those individual(s) who you wish to grant access to the 5 different types of educational record information listed below.*

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

Required Fields\*:

First Name*:	Last Name*:
Address*:	City State Zip*:
Security Keyword*:	Security Phrase*:

**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. It is your responsibility to provide each contact with this information.

Place a checkmark in each category where access is granted:

<input type="checkbox"/>	* <b>Academic Records:</b> graduation, grades, academic standing, and probation/dismissal status. <b>NOTE:</b> Transcripts and certifications which need to be mailed out require the student's <b>written</b> , dated request.
<input type="checkbox"/>	* <b>Registration Records:</b> scheduling information and registration holds.
<input type="checkbox"/>	* <b>Housing Records:</b> meal plan and IUP residency information.
<input type="checkbox"/>	* <b>Financial Aid Records:</b> 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"/>	* <b>Bursar's Records:</b> student bill and transaction activities, refund information, install payments.
<input type="button" value="Submit"/>	

4. Complete the **Required Fields** for each authorized person(s).
5. The security keyword and security phrase can be different for each person or can be the same.
6. Review the different information contained in each category and place a checkmark in each category where you want to grant. In keeping with the Family Educational Rights and Privacy (FERPA) those decisions are made by the student. You can choose, or not choose, to release your educational record information.
7. Continue adding individuals or entities as you desire, following the instructions above. You will be able to view who you have granted.
8. To delete an individual, click the **Delete** button then **Submit**. To edit any information regarding educational record access, click **Edit** and check or uncheck the related box as shown below.



- Personal Information
- Alumni & Friends Services
- Student Services**
- Financial Aid
- Faculty Services
- Employee
- IUP Administration

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## 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.

<b>Banner ID:</b>		<b>Name:</b>	
@00284930		Hawkins, Norm N	
Mother	Hawkins	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Father	Hawkins	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

***These authorizations stay in place until the student deletes or edits them. Renewals are unnecessary.***

If you have any questions, please contact the Associate Registrar for Student Records in the Office of the Registrar at 724-357-2217.