

# CSU San Bernardino

## College of Extended and Global Education FERPA Release for Student Records

PLEASE TYPE OR PRINT CLEARLY

### For Office Use Only

Received by \_\_\_\_\_

Date \_\_\_\_\_

STUDENT I.D. NUMBER

STUDENT LAST NAME

STUDENT FIRST NAME

CSU San Bernardino will not release information about your education record without your written consent. To grant your parent, guardian, or another third party access to your CSU San Bernardino education records, you must complete, sign, and submit this form. We will not disclose any information from your education record to individuals not identified in the authorization section below. CSU San Bernardino assumes no liability for honoring your instructions.

Questions? Contact College of Extended and Global Education

**Phone Number** (909) 537-5975

I authorize the following individual(s)/ institution to have access to my records:

LAST NAME	FIRST NAME
RELATIONSHIP TO STUDENT OR INSTITUTION (IF APPLICABLE)	EMAIL
The above named person/ institution is authorized to have informational access ONLY to:(check all that apply) <b>Academic Records:</b> Registration status, student ID, grades, and/or enrollment information <b>Enrollment Changes:</b> including requests to add or drop a course, or change your grading option on your behalf <b>Billing information:</b> Including statements, charges, credits, payments, refund status, past due amounts and collection activity <b>Financial Aid Information:</b> Including awards, application data, disbursements and eligibility <b>Conduct/Disciplinary Records</b> <b>All education records</b> <b>Other (specify)</b> _____	
LAST NAME	FIRST NAME
RELATIONSHIP TO STUDENT	EMAIL
The above named person is authorized to have informational access ONLY to: (check all that apply) <b>Academic Records:</b> Registration status, student ID, grades, and/or enrollment information <b>Enrollment Changes:</b> including requests to add or drop a course, or change your grading option on your behalf <b>Billing information:</b> Including statements, charges, credits, payments, refund status, past due amounts and collection activity <b>Financial Aid Information:</b> Including awards, application data, disbursements and eligibility <b>Conduct/Disciplinary Records</b> <b>All education records</b> <b>Other (specify)</b> _____	

**Return a signed copy of this form to:**

**Mail** College of Extended and Global Education (CEGE)  
CSU San Bernardino  
ATTN: FERPA Release  
5500 University Parkway, CGI 301  
San Bernardino, CA 92407

### What is FERPA?

FERPA grants you, the student, the right to privacy of and access to your official records maintained by CSU San Bernardino. Under FERPA, your education records including grades, financial information, and notice of academic and disciplinary actions are confidential unless you grant permission to release information to others. CSU San Bernardino will not release information about your education record without your written consent, except where FERPA allows for an exception. More information about FERPA and exceptions can be found at:  
<https://www2.ed.gov/policy/gen/reg/ferpa/index.html>

**To authorize additional individuals, please attach a supplemental sheet with all information listed above.**

I understand that only I can order transcripts. Permissions on this form do not give third parties access to request transcripts on my behalf.

I understand this information may be released verbally or in writing, depending on the situation. I have a right to inspect any written records released pursuant to this consent, and I may revoke this consent at any time by submitting a written request to do so. This form overrides all previous forms submitted.

### REVOKE AUTHORIZATION:

At any point in the future, if you would like to revoke this or any other authorization, please contact the CEGE Office at (909) 537-5975.

STUDENT SIGNATURE *physical signature required*

DATE