

4700 Research Way Lakeland, FL 33805 863-874-8540 registrar@floridapoly.edu

Student Information Release Authorization (FERPA Compliance)

In compliance with the federal Family Educational Rights and Privacy Act of 1974 and University policies on access to and release of Student Education Records, Florida Polytechnic University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work study, or loan amounts) and other student record information. This restriction applies to, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your student record to a third party by submitting a completed Student Information Release Authorization. A separate form is required for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The University does not automatically send information to a third party.

The student authorizing the release of their educational records must sign and present this form to the Registrar's Office with a valid photo ID to verify authenticity of this release. Please note that your authorization to release information has **no expiration date**; however, you may revoke your authorization at any time by completing this same form and returning it to the Registrar's Office. This form allows third parties to access student record information from any Florida Poly campus. However, it is University policy not to release certain aspects of student records (e.g., grades, GPA) over the phone or via email due to limited security of these channels. Authentication by a passphrase will be required of a caller before release of this information by telephone. Due to the lack of security of email, information will not be released and you will be notified to change your passphrase if someone has included it in an unencrypted email.

NOTE: For the third-party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. This means that the University will release information to the specified individual even if you have generally prohibited the disclosure of directory information in your student record.

Step 1: Student Acknowledgement (Please review FERPA Compliance and sign if in agreement)

I, the undersigned student, acknowledge the info Information Release Authorization.	rmation listed above and agree to the terms of the Student
Student Signature:	Date:
Student's Information (please print legibly):	
Student's Last Name, First Name, Middle Initial	Student ID
Email Address	Phone Number
Step 2: Identify Passphrase (will be used to a	authenticate identify)
passphrase. You, the student, may update this passpl	
Passphrase: There is a 30 character limit. Foul languag	e, crude references, or inappropriate phrases will not be accepted.



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Step 3: Identify Third-Party Designee	
Name (Last, First, Middle Initial)	Relation
Step 4: Identify Information to be Released (Please initial	next to each area you wish to authorize)
Information Allowed to be Released (Initial next to each area you	wish to authorize)
Academic records maintained by the Office of the University Reg demographic, registration, academic status, and/or enrollment in	
Student Account and Financial Aid records (Records include billin due amounts, collection activity, financial aid awards, disburseme academic progress reports.)	
Conduct records (Please Note: Conduct items may be discussed and/or disseminated as a physical or electronic release to anyon	•
Other (Must Specify)	
Additional information may be temporarily released by completin Records Request form. For example:	ng the Limited Release of Educational
 Information specific to a completed or in progress course (i.e. let the discretion of the instructor) Name and contact information for students who have requested prohibits the University from acknowledging you are a student to 	a FERPA block on their records (A FERPA block
Please Note: Records for Counseling and services for Students with Disathat can be obtained from these departments.	abilities will require a separate release form
If Applicable: Complete to Revoke Access (Complete Step 1	and Step 3 only)
I hereby revoke my previous release of any and all information to the a	bove listed designee.
Student's Signature	 Date
Please Note: To reinstate revoked access or modify existing access, a ne	ew release form must be submitted.
Administrative Use Only:	
Student ID verified by:	Date:
Processed by(If received by department other than Registrar's Office)	Date:
Submit to Registrar's Office for final processing	
Processed by Registrar Staff	Date: