Student Record Release Authorization Instructions
Authorization for IUP Personnel to Disclose Educational Records In

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

Required Fields:
- Banner ID: [ ]
- Name: [ ]
- 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.

Place a checkmark in each category where access is granted:

- [ ] * 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.
- [ ] * Registration Records: scheduling information and registration holds.
- [ ] * Housing Records: meal plan and IUP residency information.
- [ ] * 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.
- [ ] * Bursar’s Records: student bill and transaction activities, refund information, install payments.

Submit