ADMINISTRATOR/EMPLOYEE
STUDENT RECORD RELEASE AUTHORIZATION INSTRUCTIONS

This process allows you to view the individuals or entities to whom a student has authorized the release of his/her educational records. This is optional, and the student can choose, or not choose, to release his/her educational record information. In the event you get an inquiry regarding a student's educational record, here are the instructions. The different types of educational records are defined within this document.

1. Sign into **My IUP** using your IUP network account.
2. Click the **Academics** link.
3. In the **Advising Tools** section, click **Student Record Release Authorization.**
4. Not having a student's banner ID does not prohibit an inquirer from getting a student's information, if the student has authorized the release, enter the banner number and click on **View Authorization Records**.

This screen displays several important items:
- The 6 categories of information defined by IUP as "educational records."
- The definition of each category of information.
- The individual to whom the student has granted access.
- The security keyword and security phrase.
- The categories of information to which the student has allowed access for each identified individual.

5. After the inquirer identifies himself/herself and is listed as being allowed access (as shown below), ask the inquirer to give you BOTH the security keyword and security phrase. The student would have been instructed to give both.

6. If the inquirer correctly gives you both, you can only release information specified in the "Allowed Access" column. In most cases, Deans, A-Deans, faculty members, advisors and the Registrar's Office will be asked about academic, registration or directory information. Housing, financial aid and bursar inquiries should be directed to those offices.

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

Search [   ] [Go]

SITE MAP   HELP   EXIT

Enter Student ID: [   ]

View Authorization Records

@00284930

Hawkins, Norm N

* **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.
* **Directory Information:** address, telephone number, dates and status of attendance, previous institutions attended; degrees conferred; major field of study and class; awards and honors, past & present participation in sports and e-mail user name.

Name/Address	Security	Allowed Access
Hawkins, Mother 123 Oak Grove St. Indiana, PA 15701	Keyword: Worms Phrase: Early Bird	Academic Records Registration Records Financial Aid Records Bursar's Records Directory Information
Name/Address	**Security**	**Allowed Access**
Hawkins, Father 123 Oak Grove St. Indiana, PA 15701	Keyword: Soar Phrase: Fly High	Academic Records Registration Records Financial Aid Records Bursar's Records Directory Information

As shown below, individuals other than parents can be granted educational record access. In keeping with the Family Education Rights and Privacy Act, (FERPA) those decisions are made by the student.

Name/Address	Security	Allowed Access
Raven, Aunt 456 Alternative Ave. Indiana, PA 15701	Keyword: Feathers Phrase: Flock Together	Academic Records Registration Records Financial Aid Records Bursar's Records Directory Information

RELEASE: 1.0

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.