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 Personal Info tab on the left.
3. In the Personal Info tab, in the Student Information box, click 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:

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Required Fields:

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City State Zip:</td>
</tr>
<tr>
<td>Security Keyword:</td>
<td>Security Phrase:</td>
</tr>
</tbody>
</table>

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:

- **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.
- **Office of Student Billing Records:** student bill and transaction activities, refund information, install payments.

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.
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.

<table>
<thead>
<tr>
<th>Banner ID:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>@00284930</td>
<td>Hawkins, Norm N</td>
</tr>
</tbody>
</table>

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

If you have any questions, please contact the Office of the Registrar at 724-357-2217.