

Please print using black ink.

The University of Texas at San Antonio-Graduate School
One UTSA Circle
San Antonio, TX 78249

**STUDENT AUTHORIZATION TO RELEASE
EDUCATION RECORDS**

Student's Name _____ Student ID Number@_____

Telephone Number _____ E-Mail Address _____

FERPA Notice

The Family Educational Rights and Privacy Act of 1974 (FERPA), initially called the Buckley Amendment, allows students at an institution of higher education to control outside access to their education records, including requests for information from their parents, guardians, or others as designated by the student. Without a student's written consent, the University of Texas at San Antonio may not disclose information from a student's education records to outside third parties. However, students can also provide a standing release allowing UTSA to disclose information to others. To do so, the following declaration must be completed:

I, the above -named student, hereby declare that The University of Texas at San Antonio may release information to the following designee and for the following reasons:

Designee: _____

(Please note: If you have more than one designee, attach another completed authorization form.)

Please circle the relationship of the designee:

Please circle the access level granted:

<p>P = Parent</p> <p>S = Spouse</p> <p>G = Guardian</p> <p>O = Other</p> <p>Other - please indicate: _____</p>	<p>All = All access - if selected, no other choices below are needed</p> <p>1 = View bills</p> <p>2 = Pay bills</p> <p>3 = View class schedule</p> <p>4 = View admissions information</p> <p>5 = View financial aid information</p> <p>6 = View grades/unofficial transcripts</p> <p>7 = View housing information</p>
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Security Question and Answer - Extremely Important!

In order to ensure secure access to your records, we require the creation of a security question and answer that you share only with the designee on this form. This information is critical in the event that the designee contacts UTSA remotely via a phone call or in person, and requires information from your records. If the authorized designee correctly answers the security question, then whatever access level you have granted will be shared with your designee. However, the University reserves the right to deny access if there is any doubt as to the authenticity of the person requesting access. It may be necessary for the designee to present a photo ID and other documents in person in order to determine appropriate identification. For security purposes, email inquiries about your record will not be accepted.

Your security question should not be something of common knowledge, such as "Who is the President of the United States?" It should be something that only you and the designee know. A possible good example of a security question could be "Who was my favorite teacher in elementary school?" **It is required that you share your security question and answer with your designee!**

Security Question: _____ Answer: _____

I understand that this release is in effect until revoked in writing by me.

Student's signature: _____ Date: _____

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

Please return this form to the Graduate School or mail to the Graduate School.

 This form is accessible at www.utsa.edu/registrar/forms.cfm