



FERPA AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS

I understand that information contained in my education record is protected under FERPA with the exception of directory information or as defined by the U.S. Department of Education. Student records may include, but are not limited to, financial/financial aid information, academic, and/or judicial/student conduct. Information from my educational record cannot be released to a third party without my written consent.

In the event I want to rescind this authorization to access to my records to the individual listed below I must notify the University in writing.

I,

Student Name

authorize

Third-party

access to my educational records as listed below.

Please select all that apply:

Financial/Financial Aid Information

Academic: Grades and Attendance

Judicial/Student Conduct

Other (*Please Specify*):

FERPA Guidelines and Policies can be found online within Aspen University's catalog.

Please create a unique 6-digit alpha-numeric passcode that the above-listed party will use to identify themselves when discussing your record. Aspen University officials will require the above third-party to give this passcode each time that they inquire about your academic record.

Your passcode should be made of three letters followed by three numbers:

(Example: ABC-001)

Passcode: _____ - _____

By signing below, I am providing consent to Aspen University to release the following information to parties specified. The release grants the individual the ability to call/email the institution about the student's records. It does not grant the individual the right to access the student's portal or D2L account. Sharing one's Student Portal or D2L password are violations of the Code of Conduct.

Note: This release will expire in 4 years or 6 months after the student leaves the university.

Student Signature*

Date

Learners ID

Please return completed form to registrar@aspen.edu.

*Electronic signature accepted only if the form is sent from email address associated with the student's account.