



**STUDENT REVOCATION OF AUTHORIZATION
TO RELEASE EDUCATION RECORDS**

Registration and Records Office
Mike Loya Academic Services
Building, Room 107

Name _____

UTEP ID

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TELEPHONE NUMBER	EMAIL ADDRESS

FERPA Notice

The Family Education 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 El Paso may not disclose information from a student’s education records to outside third parties. However, student can also provide a standing release allowing UTEP to disclose information to others. To do so, the following declaration must be completed:

I, the above-named student, declare that The University of Texas at El Paso should revoke the Student Authorization to Release Education Records for:

Former Designee: _____

I understand that if I want to designate another individual or change the access level of the above designee, I must complete a new Student Authorization to Release Education Records form.

Student’s signature: _____ Date: _____

Collection of Personal Information Notice (House Bill 1922)

With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso 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 Policy 139 (UTS139). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

Please return this form to tthe Registration and Records Office.

Registration & Records Rev. 02/2018	Date Processed:	Processed by:
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