



**STUDENT AUTHORIZATION TO RELEASE  
EDUCATION RECORDS**

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

**TO COMPLY WITH FERPA, STUDENT MUST SUBMIT THIS FORM WITH CURRENT VALID PICTURE ID.**

Name \_\_\_\_\_ UTEP ID 

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<b>TELEPHONE NUMBER</b>	<b>EMAIL ADDRESS</b>

**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, hereby declare that the University of Texas at El Paso may release information to the following designee and for the following reasons:**

<b>DESIGNEE:</b>	<b>DESIGNEE'S EMAIL ACCOUNT:</b>

**Please select the relationship of the Designee:**

- P =Parent**
- G =Guardian**
- S =Spouse**
- O =Other (Specify):**

**Please note:**

If you have more than one designee, attach another completed authorization form.

**Please select access level granted:**

- ALL** All access (no other selection required)
- 1** View bills
- 2** Pay bills
- 3** View class schedule
- 4** View admissions information
- 5** View financial aid information
- 6** View grades/unofficial transcripts
- 7** View housing information
- 8** Order/pickup official transcript
- 9** Pick up the graduation diploma
- 10** Speak to University personnel about my educational records
- 11** Speak to academic department personnel about my academic performance
- 12** Other

**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 contact UTEP 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: \_\_\_\_\_

<b>R&amp;R (REV. 2/18)</b>	Date Processed:	Processed by:
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**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 Business Procedures Memorandum 32. 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.