



San José State
UNIVERSITY

Registrar Services
One Washington Square
San Jose, CA 95192-0009
Voice: 408-283-7500
E-mail: erecords@sjsu.edu
www.sjsu.edu

AUTHORIZATION TO RELEASE INFORMATION – SIGNED CONSENT

The purpose of the Educational Rights and Privacy Act of 1974 (FERPA) is to protect the privacy of information, concerning individual students, by placing certain restrictions on the disclosure of information contained in a student’s university records. I understand that in order for San Jose State University to honor a verbal or written request for information by anyone other than the individual student, a signed authorization must be on file.

Therefore, I _____, SJSU ID# _____,
give authorization to Registrar Services to release information to:

_____	_____
(Please provide full name)	(Relationship to Student)
Signature: _____ Date: _____	
(Person given authorization must sign this form here.)	
<i>Please note: we do not give out protected information over the phone.</i>	

I understand that this release pertains to ALL student information including but not limited to; grades, class schedule, units completed, transcripts, fees paid, fees due, financial aid awarded, academic standing, etc.

All of my student information will be released with my FULL CONSENT. **I understand that this authorization remains in effect until I provide, in person, a letter requesting that the authorization be cancelled.**

Signature: _____ Date: _____

Please note: This form can only be submitted in person, to the R counter in the Student Services Center, by the student. You will be required to show picture identification.

The California State University:
Chancellor’s Office
Bakersfield, Channel Islands, Chico,
Dominguez Hills, Fresno, Fullerton,
Hayward, Humboldt, Long Beach,
Los Angeles, Maritime Academy,
Monterey Bay, Northridge, Pomona,
Sacramento, San Bernardino, San Diego,
San Francisco, San José, San Luis Obispo,
San Marcos, Sonoma, Stanislaus

For Office Use Only:		
Date Received: _____	By: _____	FERPA Release form 01-24-08