

DocuSign Instructions FERPA form:

If a student volunteers to fill out the FERPA form, they are required to log into PeopleSoft and access the link provided below:

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=929dbd38-40f0-41c3-afdf-b9deabf61abc>

DocuSign process of FERPA form:

1. The above link directs the student to fill out their name and email.

As first step of identity validation, they receive access code on email which has to be entered to proceed to the FERPA form.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:

Student

Your Name:

Your Email:

Begin Signing

SJSU SAN JOSÉ STATE
UNIVERSITY



Signing validation code: e8c5c78c

RESUME SIGNING

Copy and enter the validation code into the access page to continue signing.

If you did not start signing Please DocuSign: FERPA_Release_form.pdf, please contact support.

Powered by **DocuSign**

Please enter the access code to view the document

San Jose State University

1 An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email and enter the code into the box below. Keep this browser window open while you get your email.

Access Code VALIDATE I NEVER RECEIVED AN ACCESS CODE
Show Text

2. Student fills and signs the form which is automatically forwarded to Office of the Registrar.

DocuSign Envelope ID: CB79EC6C-194B-46A0-81E7-EC4MDEC82445

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com

SAN JOSÉ STATE UNIVERSITY AUTHORIZATION TO RELEASE INFORMATION – SIGNED CONSENT
Office of the Registrar • One Washington Square • San José, CA 95192 0009

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 Office of the Registrar 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, Andy, SJSU ID#

2 I give authorization to the Office of the Registrar to release information to:

| Person's Full Name | Relationship to Student | *Pin # or Code Word |
|-------------------------|-------------------------|----------------------|
| 1) <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2) <input type="text"/> | <input type="text"/> | <input type="text"/> |

* Will be required when contacting the Office of the Registrar

I understand that this release pertains to student **ACADEMIC information ONLY** including but not limited to; grades, class schedule, units completed, transcripts, academic standing, etc. It does not cover Financial Aid or any other Financial records.

For Financial Aid records, please go to <http://www.sjsu.edu/faso/Forms/> For instructions on release information for student account information, including charges and payments, please see the Bursar's Office webpage at http://www.sjsu.edu/bursar/students_parents/ferpa_privacy/index.html

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.

Student's Signature: Date: 8/27/2018

FERPA_Release_form 8-20-18

4 FINISH