



AUTHORIZATION FOR ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, as Amended, accords privacy rights to students with respect to their educational records. A student may grant access to these records to a third party including a parent or guardian by the execution of this form. This release must be signed by the student. The completed form must be returned to the Office of the Registrar, Stratton Administration Building.

Student Name (Print)

KU Student ID

RELEASE IS GRANTED TO THE FOLLOWING INDIVIDUAL(S):

_____ Name	_____ Relationship
_____ Street Address	
_____ City, State, Zip	
_____ Telephone	
SCOPE OF RECORDS TO BE RELEASED:	
<input type="checkbox"/> All educational records (to include Academic, Billing, Financial Aid, Student Disciplinary Records.)	
OR	
Please check the individual records we may release:	
<input type="checkbox"/> Academic records only	<input type="checkbox"/> Financial Aid Records only
<input type="checkbox"/> Billing Records Only	<input type="checkbox"/> Student Disciplinary only

_____ Name	_____ Relationship
_____ Street Address	
_____ City, State, Zip	
_____ Telephone	
SCOPE OF RECORDS TO BE RELEASED:	
<input type="checkbox"/> All educational records (to include Academic, Billing, Financial Aid, Student Disciplinary Records.)	
OR	
Please check the individual records we may release:	
<input type="checkbox"/> Academic records only	<input type="checkbox"/> Financial Aid Records Only
<input type="checkbox"/> Billing records only	<input type="checkbox"/> Student Disciplinary only

Please select a 4-digit PIN: _____

Please select a 4-digit PIN: _____

Use this PIN when calling regarding the student's records. All approved individuals may use the same PIN.

I authorize Kutztown University of Pennsylvania to grant access to the above records to the individuals listed on the form.

Student Signature - Hand written in script only

Date

Please return this completed form to:
Kutztown University of Pennsylvania
Office of the Registrar, Stratton Administration Building
P.O. Box 730
Kutztown, PA 19530
Fax: 610.683.1586
Email: regoffice@kutztown.edu

This authorization remains in effect for the current academic year unless rescinded in writing by the student or upon withdrawal/graduation, whichever comes first.