

**CONSENT TO RELEASE CONFIDENTIAL INFORMATION:
ONE-TIME RELEASE**

Utica University, in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), requires written consent of the student before releasing protected information from their record. To consent to the release of confidential information to a third party, you must complete this form and return it to the Office of the Registrar. All information is required.

➔ Student Information

Student Name _____ Student ID# _____

Party to whom the records should be released

Name of Person or Agency:

Relationship to student:

Delivery Method:

- US Mail – Address: _____
- Fax: (_____) _____
- Email: _____
- Phone: (_____) _____
- In Person

Records to be Released

- Unofficial transcript
- Registration confirmation (specify year & term: _____)
- Grade Report (specify year & term: _____)
- Financial Aid/Scholarship
- Tuition Payment/Billing
- Other: Specify in detail, below:

Reason for Request

➔ Authorization

I give permission for Utica University to release information from my education record as specified above.

Student Signature _____ Date _____