

AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS
Family Educational Rights and Privacy Act of 1974 as Amended (FERPA)

I _____ hereby voluntarily authorize officials in the
[Print Name of Student]
University of Houston - Main _____ identified below to disclose personally identifiable
information from my educational records. (Please check the box or boxes that apply):

- ☒ Office of the University Registrar
- ☒ Scholarships and Financial Aid
- ☒ Student Business Services
- ☒ University Advancement
- ☐ Dean of Students Office
- ☒ Other (Please Specify)
- ☒ _____ Staff Council, Human Resources

Specifically, I authorize disclosure of the following information or category of information. (Please check the box or boxes that apply):

- ☐ Academic Advising Profile/Information
- ☒ Academic Records
- ☐ All University Records
- ☒ Billing/Financial Aid
- ☐ Disciplinary
- ☒ Grades/Transcripts
- ☐ Housing
- ☐ Photos
- ☒ Scholarship and/or Honors
- ☒ Other (Please Specify) Enrollment verification, GPA, degree(s), UH employment verification

This information may be released to: UH Staff Council (Scholarships & Advancement Committee)
[Print Name(s) of Individual(s) To Whom University May Disclose Information]
_____ for the purpose of informing:

[List Additional Individuals if Necessary]

- ☐ Family
- ☐ Educational Institution
- ☐ Honor or Award
- ☐ Employer/Prospective Employer
- ☐ Public or Media of Scholarship
- ☒ Other (Please Specify) UH Staff Council

Please provide a password to obtain information via the phone: _____. The password should not contain more than ten (10) letters. You must provide the password to the individuals or agencies listed above. The University will not release information to the caller if the caller does not have the password. A new form must be completed to change your password.

This is to attest that I am the student signing this form. I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. This authorization will remain in effect from the date it is executed until revoked by me, in writing, and delivered to Department(s) identified above.

Student Name [please print]

PeopleSoft I.D. Number

Student Signature

Date