

The Family Educational Rights and privacy Act (FERPA) is a Federal Law that protects the privacy of a student's educational record. Detailed information can be found on the UB website: [www.ubalt.edu/ferpa](http://www.ubalt.edu/ferpa)

The undersigned student permits the University of Baltimore to disclose specified information to individuals or organizations. Students authorizing the release of their educational records must sign and present this form to the Office of Records and Registration with a photo ID.

Please provide a password to obtain information via the phone:

The password must be a combination of 8 - 10 letters and numbers that you can provide to the individuals or agencies below. The information will not be released to the caller if they do not have the password.

Student Information

last name, first name

student ID number

street address

city, state, postal

Recipient Information

name of person or organization

relationship to student

street address

city, state, postal

Indicate records you wish to release:

All academic records (grades, schedules, registration, academic status, and other information as it relates to a student's academics)

All financial records, including financial aid, financial holds, scholarships, and billing

Other - please describe

Student Signature

Date

This form will remain in effect until the student revokes access.

REVOKE ACCESS

I understand that I may revoke this consent at any time by signing below and forwarding the request to the Office of Records and Registration.

I hereby cancel all permissions to release information effective:

Student Signature

Date

Office of Records and Registration

Processed By

Date

University of Baltimore | Office of Records and Registration Academic Center, Room 126  
1420 N. Charles St. Baltimore, MD 21201  
E: [records@ubalt.edu](mailto:records@ubalt.edu) | T: 410.837.4825 | F: 410.837.4820