UNIVERSITY OF BALTIMORE
Office of Records and Registration

Permission to Release Student Records FERPA

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
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 submit this form to the Office of Records and Registration..

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

Purpose of disclosure: ☐ Parent/Family Access ☐ Financial ☐ Employment ☐ Other:

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

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August 22, 2022