

Authorization to Release Educational Records

Student Guide

About the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. With limited exceptions, FERPA requires written consent before personally identifiable information contained in a student's education records may be disclosed.

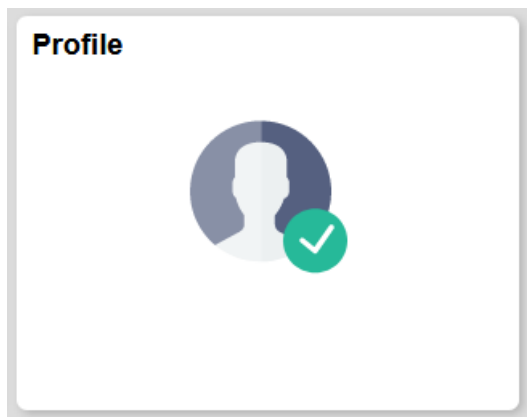
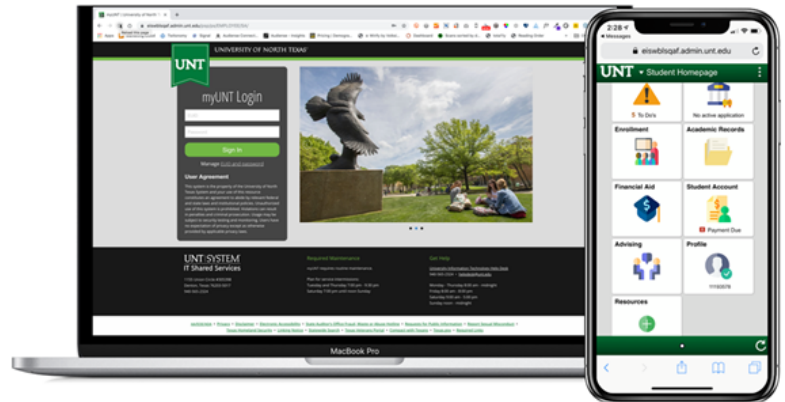
For more information on FERPA, visit Registrar.unt.edu.

Authorization to Release Educational Records

Through your myUNT, you can allow a 3rd party (parent, guardian, etc.) access to information from your UNT educational record and allow them to communicate with UNT faculty and staff about your records. You can specify what categories of information that you want shared for each person.

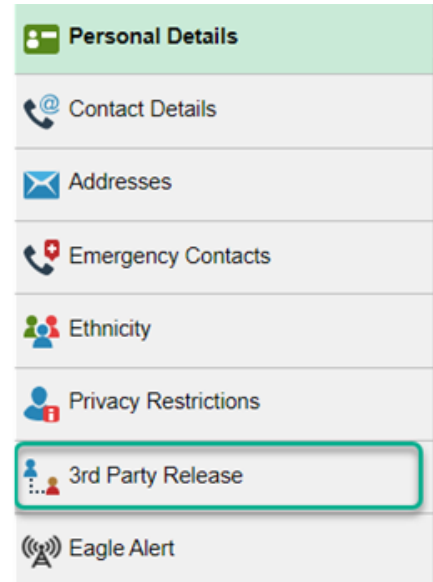
Directions for Authorizing Release of Records to 3rd Party

Log in to your myUNT account at my.unt.edu.



Click on your Profile Tile.

Select 3rd Party Release from the menu on the left side of your screen.



Third Party Release

The Family Educational Rights and Privacy Act of 1974 (FERPA), protects personally identifiable information in student education records (such as the student's name, address, financial records, and grades) from disclosure without specific consent from the student unless such consent is not required by law.

- Students are not required to authorize disclosure of information from their education records but if you choose to allow the disclosure of your information to an individual, this authorization information will allow officials at the University of North Texas to release information specified by you to individuals/organizations identified by you.

Please indicate the name, contact information, and a passcode indicated by you for each person you want to authorize the disclosure of your information for and indicate which specific areas of information that you are authorizing. This authorization will stay in affect until changed by you through this same page.

(Please note when the person contacts a UNT office or staff member, they will be asked to provide the information that you have listed including the passcode that has been indicated on this release to verify their identity.)

i No Release has been added.

Add Person



If no person has been added or to add an additional person, click Add Person.

Enter the contact information of the person you would like to authorize and enter a passcode.

The authorized person will need to provide this passcode to UNT Faculty or Staff in order to access your educational records.

*Full Name	<input type="text" value="H..."/>
*Relationship	<input type="text" value="Friend"/>
*Telephone Number	<input type="text" value="94055512345"/>
*Email Address	<input type="text" value="email@email.com"/>
*Passcode	<input type="text" value="Scrappy"/>

Select each category of information that may be released to the authorized individual. Click Save.

Item to Release

<input checked="" type="checkbox"/> Select All
<input checked="" type="checkbox"/> 1. STUDENT RECORD INFORMATION RELEASE Academic student record information - such as Grades, Academic Standing, Degrees, Transcripts, or Enrollment.
<input checked="" type="checkbox"/> 2. FINANCIAL AID INFORMATION RELEASE Information related to Financial Aid application status, scholarship /loan offers, and awards.
<input checked="" type="checkbox"/> 3. STUDENT FINANCE INFORMATION RELEASE Information related to student finances such as account charges, balances, payments, waivers, exemptions and refunds.
<input checked="" type="checkbox"/> 4. STUDENT AFFAIRS INFORMATION RELEASE Information related student activities, disciplinary actions or investigations, or other information managed by the Dean of Students or Student Affairs Offices.
<input checked="" type="checkbox"/> 5. ADMISSIONS INFORMATION RELEASE Information related to admissions applications and application status.
<input checked="" type="checkbox"/> 6. ADVISING INFORMATION RELEASE Information related to course registration, GPA, academic standing, advising documents and appointments, course drops and withdrawals.
<input checked="" type="checkbox"/> 7. HOUSING INFORMATION RELEASE Information related to on-campus student housing such as housing applications, room assignments, room and meal plan billing information.
<input checked="" type="checkbox"/> 8. PARKING INFORMATION RELEASE Information related to student parking permits, citations, and vehicle registration.

Save

Editing or Removing Authorization to Release Records to 3rd Party

You may edit or remove authorization to release records to a 3rd party at any time.

Full Name	Relationship
[Redacted]	Friend

Add Person

From the 3rd Party release menu, select the person that you want to edit or remove.

Select Delete Person to remove all authorization or select the check boxes to add/remove specific categories of authorization.

Click save.

Delete Person

Current Item Release

<input checked="" type="checkbox"/> Select All
<input checked="" type="checkbox"/> 1. STUDENT RECORD INFORMATION RELEASE Academic student record information - such as Grades, Academic Standing, Degrees, Transcripts, or Enrollment.
<input checked="" type="checkbox"/> 2. FINANCIAL AID INFORMATION RELEASE Information related to Financial Aid application status, scholarship /loan offers, and awards.
<input checked="" type="checkbox"/> 3. STUDENT FINANCE INFORMATION RELEASE Information related to student finances such as account charges, balances, payments, waivers, exemptions and refunds.
<input checked="" type="checkbox"/> 4. STUDENT AFFAIRS INFORMATION RELEASE Information related student activities, disciplinary actions or investigations, or other information managed by the Dean of Students or Student Affairs Offices.
<input checked="" type="checkbox"/> 5. ADMISSIONS INFORMATION RELEASE Information related to admissions applications and application status.
<input checked="" type="checkbox"/> 6. ADVISING INFORMATION RELEASE Information related to course registration, GPA, academic standing, advising documents and appointments, course drops and withdrawals.
<input type="checkbox"/> 7. HOUSING INFORMATION RELEASE

Save

Questions

For further assistance, contact the Office of the Registrar at Registrar@unt.edu or 940-565-2111.