

Office of the Registrar
45 S. National Ave.
Fond du Lac, WI 54935
(920) 923-7618 (920) 926-6708 Fax
registraroffice@marianuniversity.edu



STUDENT INFORMATION RELEASE AUTHORIZATION FORM

Questions? Call: 1-800-262-7426, ext. 7618

The Family Educational Rights and Privacy Act of 1974 governs the release of records maintained by the University, and access to student records, including requests for information from parents, guardians, spouses, or others, as designated by the student.

Students who want to allow information to be released to individuals, or students who want to receive information over the telephone, in person, or electronically must complete the Information Release Form, providing a standing release to the University to disclose education information regarding tuition, financial aid, scholarships, academics, housing, or academic advising (see Information Types Allowed).

Submit this completed form to the Office of the Registrar at the address given above. Please note that the authorization to release information has no expiration date; however, it may be revoked by students at any time with a written request sent to the same address.

Required Student Information:

Last Name

First Name

Student ID Number and SSN (Last 4 digits)

Telephone Number

When contacting University Offices to inquire about specific information, myself and/or the individual identified below **must** provide the following password (password may be letters and/or numbers, no minimum; maximum 20 characters):

Password:

Release information to myself and to the following individual with the appropriate password:

Last Name

First Name

Relation to Student

Email Address

Students must complete a separate form for each third party to whom they want to grant access.

Information Types Allowed. Check one or more of the boxes below to grant authorization:

- Academic (grades/GPA, demographic, registration, academic progress status, and/or enrollment information)
- Financial (billing/tuition statements, payments, financial aid awards and/or satisfactory academic progress)
- Disciplinary
- Physiological
- Extracurricular Activities

For information to be released to a designated third party, the student's ID number and the relationship to the student must be provided along with the student-created password. It is the student's responsibility to give that required information to the designated third party. A third party that is not correctly identified and verified will be denied. Students may update the password and list of third parties at any time.

Student Signature: _____ Date: _____