

# AUTHORIZATION TO DISCLOSE INFORMATION FROM EDUCATION RECORDS



The Family Education Rights and Privacy Act generally prohibits Pace University from disclosing personally identifiable information from a student's education records to a third party (including a student's parents) without the student's prior written authorization.

I hereby authorize Pace University to disclose the following information from my education records to the person identified below pursuant to the terms and conditions set forth below.

**Information That May Be Disclosed** (check one or more):

- Academic information
- Student account information
- Housing information
- Other (specify) \_\_\_\_\_
- Graduation information
- Financial aid information
- Disciplinary information

**The Information May Be Disclosed To:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**The Information Is Being Disclosed For The Following Purpose** (check one):

- Family communications
- Employment
- Academic reference
- Other (specify) \_\_\_\_\_

**The Information May Be Disclosed** (check one):

- Orally
- In writing
- Either or both

**This Authorization Expires** (check one):

- On the last day of my enrollment as a Pace University student
- On the date I provide a written revocation of this Authorization to Pace University
- Other (specify) \_\_\_\_\_

**Authorization Code**

Please create an authorization code in the space below. The authorization code may be letters, numbers, or a combination of both.

\_\_\_\_\_ Authorization Code

You must give this authorization code to the individual identified above to whom you authorize disclosure. The authorization code and photo identification may be required before information is disclosed as permitted by this authorization form.

\_\_\_\_\_ Print Name of Student

\_\_\_\_\_ Student ID No.

\_\_\_\_\_ Signature of Student

\_\_\_\_\_ Date

*The following notice will be provided to the persons or entities identified above: The information disclosed to you is governed by the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. Therefore, the disclosed information may be used only for the purposes identified by the student and may not be redisclosed to others without the specific written authorization of the student.*