



This form allows students to grant third parties, including parents, access to educational records maintained by the student's college. The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, education records or personally identifiable information contained in such records (other than directory information) without the written consent of the student, with certain regulatory exceptions. For additional information, visit the [FERPA Information page](http://www.ed.gov/policy/gen/guid/fpco/index.html) at the U.S. Department of Education's website at <http://www.ed.gov/policy/gen/guid/fpco/index.html>.

With this understanding, I authorize CUNY SLU to release my personal student information to the below named third party.

Please Print

Student Name (First/Last): _____

If known, your eight digit CUNY ID (EMPL ID): _____

OR, if you have not yet been admitted or do not know your CUNY ID

The month and date of your birth:

Birth month: _____ Birth date: _____

1) I, the undersigned, hereby authorize the School of Labor and Urban Studies of the City University of New York (CUNY SLU), to release the education records identified below: (Check all that apply.)

Academic Advising Records Course Records (Grades) (CUNYfirst) Financial Records (CUNYfirst)

Conduct Records Disability Records (AccessABILITY release ONLY) Service Indicators/Stops (CUNYfirst)

Other (describe): _____

2) These records are to be released to the following person/agency (state the name and address of the individual/agency that is to receive the information):

3) These records are being released for the following purpose:

4) These records are authorized for release through the following date: _____ (FERPA releases must be renewed annually.)

5) Student's signature: _____ Date: _____



FERPA Release Guidelines

Please note that "directory information" can be released without a student's written consent. The City University of New York defines directory information to include a student's name, attendance dates, home and e-mail address, telephone number, date and place of birth, photograph, status (e.g., full/part-time, undergraduate /graduate), degree program, credits completed, major, student activities and sports, previous school attended, and degrees, honors and awards received. This information may be released to anyone unless restricted by written authorization of the student. Contact the Registrar's Office by email at registrar@slu.cuny.edu if you wish to restrict the release of this information.

Students may direct the release of other portions of their education records to a third party, typically parents or prospective employers. To do so, students must complete and submit a FERPA release form, available in the Office of the Registrar or found on the Office of the Registrar website. On this form, students *must* specify what may be released to the specified third party, whether it be a specific item (e.g., transcript, course schedule), or a range of materials (e.g., financial aid records). The submitted form will be processed by Registrar staff and a CUNYfirst service indicator will be added to the record detailing the student's request. FERPA release forms must be renewed on an annual basis.

The list below includes, but is not limited to, data maintained by the Bursar, Registrar, and Financial Aid offices.

Student Records (Registrar)

- Grades
- Course schedule
- Release of transcript or other printed documents (for pick-up purposes)

Student Financials (Bursar)

- Tuition and Fees Payments Posted
- 1098-T Form (Tuition Statement)
- Disbursed financial aid awards, including scholarships and loans
- Financial holds/service indicators, including collection holds

Student Financials (Financial Aid)

- Records relating to eligibility and disbursement of Federal student aid funds
- Financial aid history information (for transfer students)
- Entrance and exit counseling records

For any questions, please contact the Office of the Registrar at registrar@slu.cuny.edu.

CUNY SLU students **may not** share their individually assigned college user ID when accessing CUNYfirst, or any other electronic resource or service tool provided by CUNY or CUNY SLU. Sharing user IDs and passwords is prohibited by [CUNY's Security Policies and Procedures](#). For additional information visit http://policy.cuny.edu/manual_of_general_policy/article_iv/policy_4.01/text/#Navigation_Location

For Administrative Use Only:

Administrator Name: _____ Date: _____

Decision: (circle one): Approved / Denied If request is DENIED, provide reason: _____

Administrator Signature: _____