

Information Release Consent Form (Student Instructions)

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of a student's educational records. Therefore, a student must provide written consent before we can disclose financial aid account information. Please list the name(s) of the person(s) you wish to designate as authorized to receive information about your financial aid account. This form is submitted once and the authorization will remain active unless revised by the student in writing.

Signatures: Students must create the PINs in the document portal and E-Sign this form. **A typed name or signature with an electronic pen is not acceptable.**

How to Submit the Form

Information Release Consent Form can be submitted by following the steps below:



- Student will log into the [document portal](#) and click on **Manage Requests**.



- Click on + for the relevant Aid Year for the Federal Student Loan Adjustment Form.



You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.

Request Type	2024-2025	2023-2024
Information Release Consent Form		

- Explain your reason for the request.

Add Request [X]

Information Release Consent Form -- 2024-2025

This form allows students to grant third parties, including parents, access to their educational records maintained by the University.

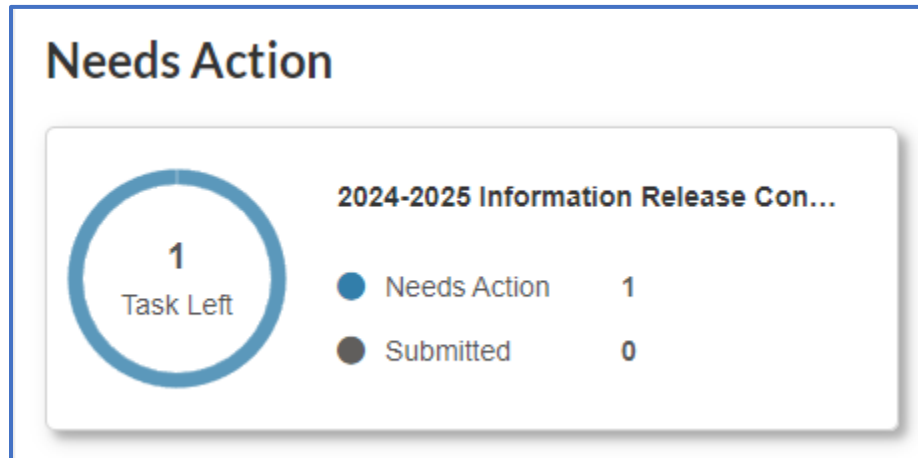
Please explain your reason for this request.

Reason

Characters left: 249/255

Submit

- Click on the Information Release Consent Form under Needs Action.



- Click on Fill Out and submit the form. Must be signed using E-Sign after creating the PIN in the portal.

2024 - 2025 Information Release Consent Form Notification History

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Reason

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