

STUDENT RECORDS ACCESS/RELEASE REQUEST FORM

This form allows students to grant third parties, including parents, access to their educational records maintained by the student's college. The Family Educational Rights and Privacy Act of 1974 prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student, with certain regulatory exceptions.

Student Name (Please Print):

Student ID or SSN:

I, the undersigned, hereby authorize UCNJ Union College of Union County, NJ to release the following educational records and information (please check below):

- ☐ Academic Information (transcript, grade reports, academic standings, enrollment status, etc.)
☐ Financial Aid Information (awards, eligibility, SAP status, loan information, etc.)
☐ Student Accounts Information (billing statements, financial hold, charges, credits, refunds, etc.)
☐ All Records Listed Above
☐ Other (Please Specify): _____

I give permission to UCNJ to release my records to my parent(s), legal guardian, or outside agencies or institutions as appropriate. Please print name(s) below and any special instructions. If you would like to revoke access, please indicate under special instructions.

Full Name	Dates of Access	Special Instructions
Full Name	Dates of Access	Special Instructions
Full Name	Dates of Access	Special Instructions
Full Name	Dates of Access	Special Instructions

Student's Signature

Date

SPECIAL NOTATION

The College is legally granted a grace period of 45 days in which to comply with requests for student access to records. UCNJ will make every effort to expedite all requests within a reasonable time period. Students should also be reminded that the following information is exempt from review by students:

- A. Confidential letters of recommendation.
- B. Personal notes of instructors and administrators which are retained in their possession.
- C. Medical and Mental Health information.
- D. Parent's Financial Statements (PCS Forms).

Authorized College Official Signature

Date