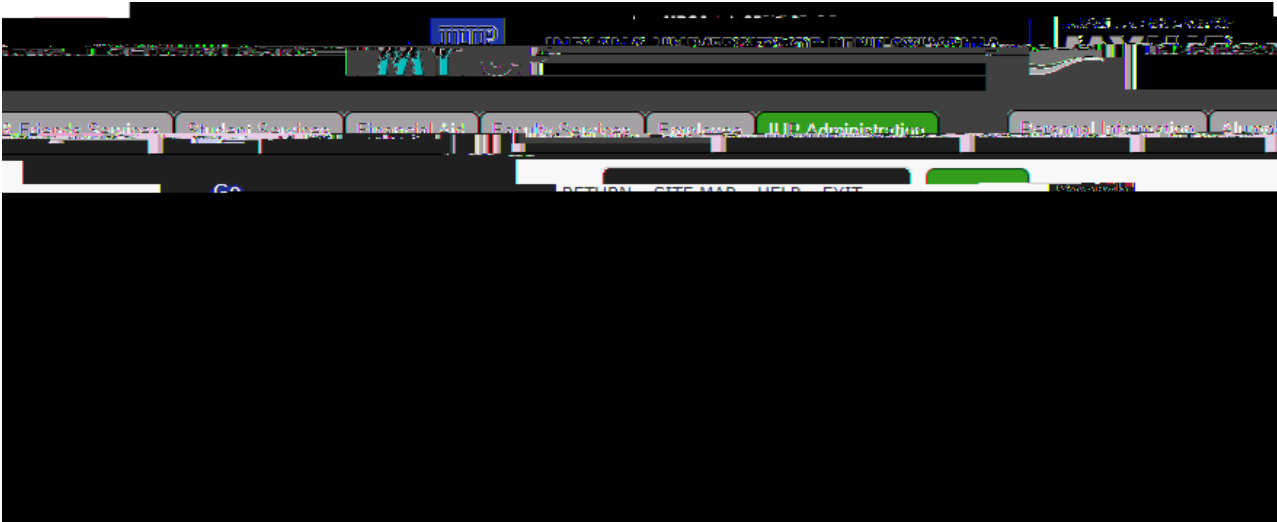


ADMINISTRATOR/EMPLOYEE STUDENT RECORD RELEASE AUTHORIZATION INSTRUCTIONS

This process allows you to view the individuals or entities to whom a student has authorized the release of his/her educational records. This is optional, and the student can choose, or not choose, to release his/her educational record information. In the event you get an inquiry regarding a student's educational record, here are the instructions. The different types of educational records are defined within this document.

1. Sign into My IUP using your IUP network account.
2. Click the Academic link.
3. In the Advising Tools section, click Student Record Release Authorization.
4. Not having a student's banner ID does not prohibit an inquirer from getting a student's information, if the student has authorized the release. Enter the banner number and click on View Authorization Records

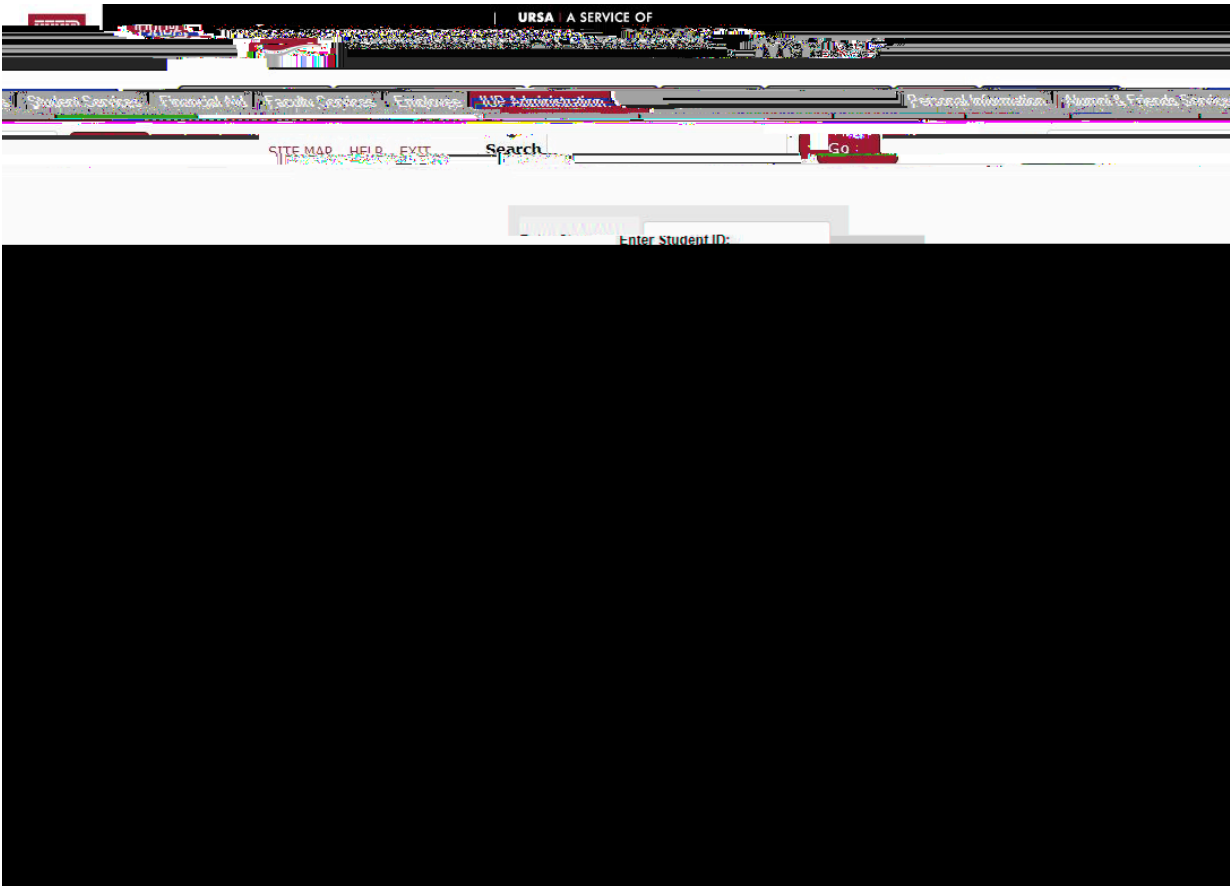


This screen displays several important items:

- x The 6 categories of information defined by IUP as "educational records."
- x The definition of each category of information.
- x The individual to whom the student has granted access.
- x The security keyword and security phrase.
- x The categories of information to which the student has allowed access for identified individual.

5. After the inquirer identifies himself/herself and is listed as being allowed access

6. If the inquirer correctly gives you both, you can only release information specified in the "Allowed Access" column. In most cases, Deans, Deans, faculty members, advisors and the Registrar's Office will be asked about academic, registration and directory information. Housing, financial aid and bursar inquiries should be directed to those offices.



As shown below, individuals other than parents can be granted educational record access. In keeping with the Family Education Rights and Privacy Act (FERPA) those decisions are made by the student.

Name/Address	Security	Allowed Access
Raven Aunt 466 Alternative Ave. Indiana, PA 15701	<input type="checkbox"/> My e-mail address <input type="checkbox"/> My phone number <input type="checkbox"/> My Social Security Number	<input type="checkbox"/> Academic Records <input type="checkbox"/> Records from the Corcoran <input type="checkbox"/> Financial Aid Records <input type="checkbox"/> Bursar's Records <input type="checkbox"/> Directory Information

HELP RELEASE: 1.0

These authorizations stay in place until the student deletes or edits them. Renewals are unnecessary.

If you have any questions, please contact the Associate Registrar for Student Records in the Office of the Registrar at 724-257-2217.