

## Housing & Residential Education (HRE) FERPA Authorization

### Section A: Student Information

First Name (Print)	Last Name (Print)	Student ID#	Date of Birth
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### Section B: Third-party Designee

First Name (Print)	Last Name (Print)	Relationship	Date of Birth
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### Authentication

When the party named above contacts CSU Channel Islands Housing & Residential Education Department, s/he will be asked to authenticate her/his identity by providing a special identifier code. You, the student, should create this identifier and provide it to your third party contact. For your protection do not choose an identifier that could easily be guessed. If your third party contact is not able to correctly provide the five digit identifier, the HRE office will not release any information from your record. If you forget or misplace your five digit identifier, the HRE office can provide it to you in person (by visiting the HRE office and providing a state issued ID or a CI student ID card) or via email to student.housing@csuci.edu (the identifier will be emailed to the email address we have on file). The identifier must include exactly two (2) letters and three (3) numbers (e.g. CD398).

**Write your identifier code legibly here:** \_\_\_\_\_

### Section C: Information Types Allowed (check one or more boxes to grant authorization)

- Billing:** includes credits, balances, room and board fees, financial aid deferral status, damage and other miscellaneous charges posted by or relating to HRE
- Records:** Access to all (excluding judicial) records maintained by HRE
- Judicial:** Choose this option **ONLY** if you have an active case.

*(Information can only be provided for specific situations that have already occurred – not for future incidents).*

**Description and/or date of incident(s) related to designee approval:** \_\_\_\_\_

### Section D: Authorization Student Signature

The Family Education Rights and Privacy Act of 1976, as amended and contained in the Code of Regulations (34CFR 99, subpart D99.30), requires a written and dated consent from any student in attendance before disclosing personally identifiable information from the student's educational, financial, all other records to a third party. Under the Family Education Rights and Privacy Act (FERPA), CSU Channel Islands reserves the right to withhold student information from a third party.

Please Note:

- This form can be submitted:
  1. ***In person*** by the student with a valid student ID or state issued ID
  2. ***Via email*** with a scanned or photo copy of this document and a copy of a valid student ID or state issued ID card to student.housing@csuci.edu
- This authorization is in effect until you request, in writing, to cancel this authorization.

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

\_\_\_\_\_  
Date: mm/dd/yyyy

Administrative Use Only – HRE: (1) Signature confirmed and (2) processed to S.R. by: \_\_\_\_\_ on \_\_\_\_\_  
(Staff Initials) (Date)

Notes: