

FERPA Authorization Form for 2018-2019

Section A: Student Information

First Name	Last Name	Student ID#	Date of Birth
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Section B: Third-party Designee *(Submit one form per designee)*

First Name	Last Name	Relationship	Date of Birth
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Authentication

When the party named above contacts California State University Channel Islands (CSUCI), 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. 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, CSUCI will not release any information from your record. If you forget or misplace your five digit identifier, CSUCI can provide it to you in person (by visiting the Enrollment Center and providing a photo ID) or in writing upon request (will be sent to your email address on file). **The identifier must include exactly two (2) letters and three (3) numbers (e.g. HT515).**

Two (2) Letters

Three (3) Numbers

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

- Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information
- Billing statements, charges, credits, payments, past due amounts, and/or collection activity
- Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress
- University-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances and/or collection activity
- All of the above

Section D: Authorization Student Signature

The Family Education Rights and Privacy Act of 1976, as amended and contained in the Code of Regulations (34CFS 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), CSUCI reserves the right to withhold student information from a third party.

Please Note:

- This form must be submitted **in person** by the student to Records & Registration in the Enrollment Center.
- This authorization is in effect until you request, in writing, otherwise or until 30 days after the end of the 2018-2019 academic year {June 24, 2019}.

Student Signature

Date Signed: mm/dd/yyyy

Administrative Use Only – Records and Registration: Processed by: _____
(Staff Initials)

Student Notification: _____
(Date)