CLAYTON STATE UNIVERSITY
FERPA Information Release Authorization

In accordance with the federal Family Educational Rights and Privacy Act of 1974, Clayton State University is prohibited from providing certain information from your student records to a third party (including parents, spouses, and other family members). Information on grades, class attendance, course progress, class schedule, billing, tuition and fee assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information is protected under FERPA.

You may, at your discretion, grant Clayton State University permission to release information about your student records to the individuals listed below who can correctly provide your FERPA PIN. The FERPA PIN only applies to the following offices: the Bursar's Office, the Center for Advising & Retention, the Financial Aid Office, and the Registrar's Office.

PLEASE NOTE:

- Information pertaining to your educational record will not be released to anyone who is unable to correctly provide this four digit FERPA PIN.
- To change your FERPA PIN, you must complete a FERPA Change form in the Registrar's Office.
- This authorization will remain in effect until it is revoked by the student. To revoke the FERPA authorization, you must complete the FERPA Revocation form in the Registrar's Office.
- Authorization will automatically be terminated upon graduation or stops outs for 3 consecutive terms.
- If you forget your FERPA PIN, you must present a picture ID to a campus official in the Bursar's Office, the Center for Advising & Retention, the Financial Aid Office, or the Registrar's Office to obtain your FERPA PIN.

STUDENT INFORMATION:

_____ _____
LAST NAME FIRST NAME LAKER ID

FERPA PIN: please create a 4 digit PIN. _____ Your PIN must be numeric and may not contain any special characters.

I authorize access to my information to the following individuals:

NAME: RELATIONSHIP:

_____ _____

_____ _____

By signing this form, I voluntarily waive my rights of non-disclosure of my education records under federal law. I agree to hold Clayton State University harmless from any and all liability for the release of my records to any person/entities who correctly provide my FERPA PIN.

_____ _____
SIGNATURE DATE

Please initial below the offices you are granting authorization for the release of your records. Information will not be shared unless the box describing the information sought is checked.

_____ **BURSAR'S OFFICE** – all student account records, including amount due for tuition and fees, sources of payment for tuition and fees, refund information, student account holds, and collection actions.

_____ **CENTER FOR ADVISING & RETENTION** - current registration, class schedule, grades, enrollment history, transfer credit, withdrawals, graduation status, record holds, advising notes, and any additional information relating to academic performance at Clayton State University.

_____ **FINANCIAL AID OFFICE** – includes status of file, awards and disbursement of funds information, Satisfactory Academic Progress (SAP) status, and income information, FAFSA status including verification requests, refunds, and any other information relating to your financial aid at Clayton State University.

_____ **REGISTRAR'S OFFICE** – current registration, class schedule, grades, enrollment history, transcript request status/history, transfer credit, withdrawals, graduation status, record holds, and residency. Please note, this authorization DOES NOT permit a third party to request your Clayton State transcript.

OFFICE USE ONLY: _____ _____