In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the disclosure of information from a student’s educational record is considered confidential and will not be released, with certain exceptions, without the student’s written permission. In accordance with FERPA, the University will disclose to a parent, spouse, other family member, or third party, information from the student education record provided the University has consent from the student. To provide this consent, follow the steps below.

Log into your UCD Access Portal.

View your FERPA Release by selecting All Student Functions from the Student Center dropdown.
Once in the All Student Functions area, select Profile.

Select FERPA Release from the box that displays.
Read over the terms of The Family Educational Rights and Privacy Act and then select Authorize/Edit FERPA Consent to Release.

Once you select Authorize/Edit FERPA consent to Release, the following screen will show. Read over the two ways you may authorize your parent or other third parties to access some or all of your educational records.
You can choose which records you’re giving consent to release to your parent or other third party. You can choose: All Education Records, Academic Records Only, or Financial Records Only.

Lastly, you must enter the information of the person you are consenting to release your information to, establish a password, and choose which records you’re giving that person access to.