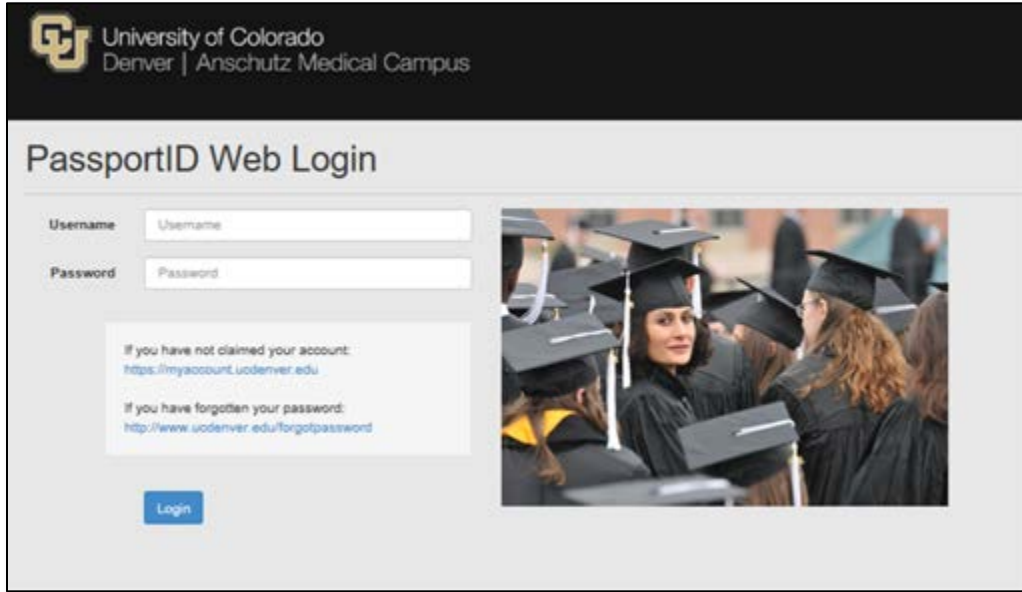




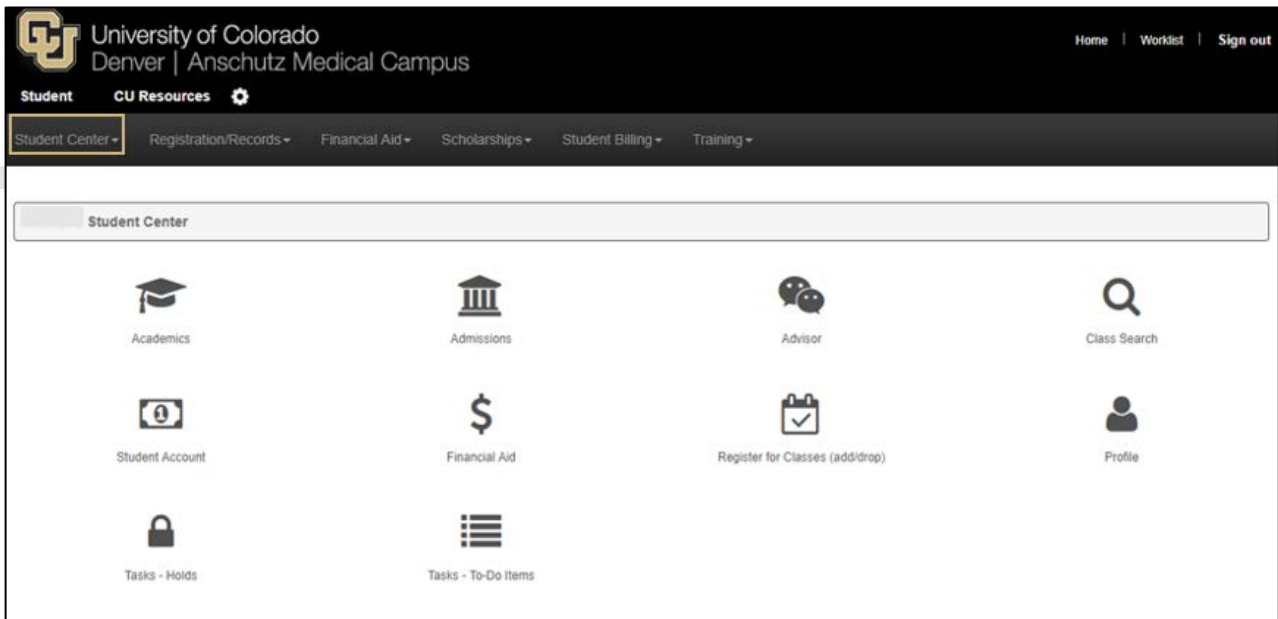
Authorizing a FERPA Release in the UCD Access Portal

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](#).



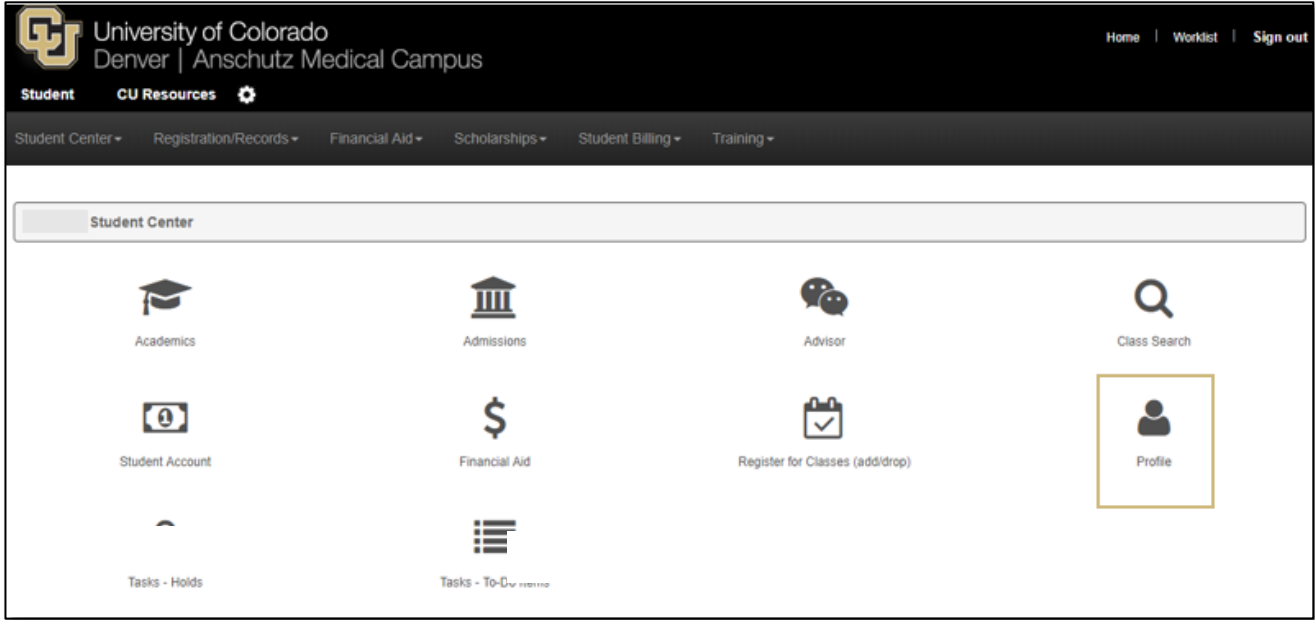
View your FERPA Release by selecting All Student Functions from the **Student Center** dropdown.



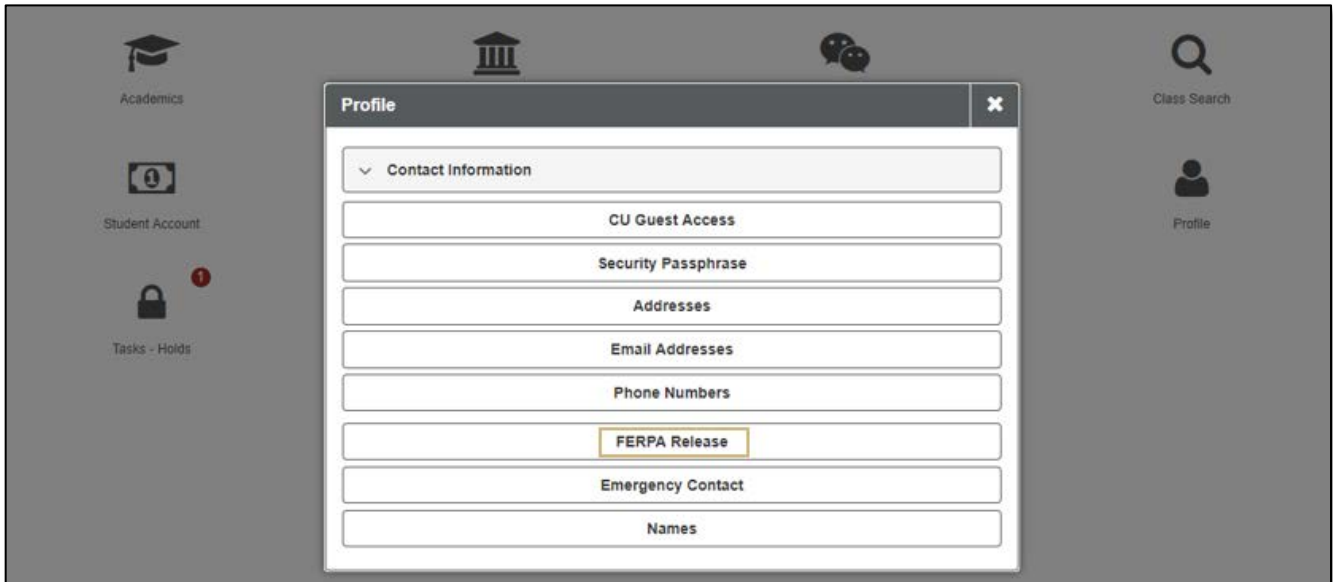


Authorizing a FERPA Release in the UCD Access Portal

Once in the All Student Functions area, select Profile.



Select FERPA Release from the box that displays.






Authorizing a FERPA Release in the UCD Access Portal

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

FERPA Consent to Release Student Information

 Menu

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It applies to all schools that receive funds under an applicable program of the U.S. Department of Education and affords students certain rights related to their education records.

In compliance with FERPA, information from a student's education record is considered private and is not released to third parties, with certain exceptions, without the student's explicit documented permission. The University of Colorado only releases education record information to parents or other third parties when a student has authorized permission for the university to release or disclose student information to them. It is important to note that a FERPA consent to release allows for the disclosure of specified education record information from any University of Colorado campus to the authorized individual.

Information that may be released to third parties without student consent is considered Directory Information.


A student may restrict the release of directory information by submitting an official request for privacy with the university. See the Office of the Registrar for more information on FERPA and privacy requests.

[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.**

Student Center ▾ Registration/Records ▾ Financial Aid ▾ Scholarships ▾ Student Billing ▾ Training ▾

FERPA Restrictions > Authorize/Edit FERPA Consent to Release Student Information Return To FERPA Restrictions Summary

 Menu

FERPA directory information may vary for each CU institution. For a complete list of institution specific directory information use link below.

Institution specific FERPA information
[Boulder - Boulder directory information](#)
[Denver - Denver directory information](#)
[Denver Anschutz - Denver Anschutz directory information](#)
[Colorado Springs - Colorado Springs directory information](#)

Students may authorize parents and other third parties access to some or all of their education record information through one or both of the following means:

1) FERPA Consent to Release Student Information - In order for university officials to discuss, disclose or release education record information to family members or other third parties, a student must electronically consent to a release of student information for each authorized individual. Students may authorize, edit, or revoke access at any time. Through this release process, information may be made available to authorized individuals by university officials via phone, in person, or upon written request. Per FERPA, education record information may be released without student consent under certain exceptions, including, but not limited to, health/safety emergencies, parents regarding a student's violation of laws or policies governing the use or possession of alcohol or a controlled substance, and to other institutions where a student seeks or intends to enroll.

Note: University officials will verify this authorization prior to responding to each request for information.

2) CU Guest Access - Students are not permitted to give their system passwords to anyone, including parents. Doing so is a violation of university policy. Alternatively, a student may create an account for one or more individuals to independently view select education record information online. The student may authorize, edit, or revoke this online access to guests at any time.

Note: CU Guest Access only authorizes a third party to view select information, specified by the student, online. It does not permit university officials to discuss or release a student's education record information. To allow for university officials to share information with designated third parties, continue with the FERPA Consent to Release Student Information.



Authorizing a FERPA Release in the UCD Access Portal

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.**

[FERPA Consent to Release Student Information](#)

I authorize the University of Colorado to release the following education record information to the authorized individual for the purpose of providing information upon request:

- All Education Records – Includes any and all academic, financial, and personal information
- Academic Record Only – Includes, but is not limited to, GPA, grades, degree progress, academic standing, academic holds, class schedule, transcript requests, academic advising
- Financial Record Only – Includes, but is not limited to, financial aid (limited per Gramm-Leach-Bliley Act of 1999), account (billing/payments), financial holds, tuition classification, COF

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.

You must establish a password with this authorized individual or organization. Enter the authorized individual's first and last name and/or name of organization. Information will not be released if the individual does not provide the correct password to a University of Colorado official.
 Note: Release of student health, housing and/or student conduct information must be requested through the respective department on campus.

FERPA Release Information

First Name

Last Name

Organization

***Password**

All Education Records

Academic Record Only

Financial Record Only