## **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	I Your PIN mus	t be numeric and may not contain any special characters.
I authorize access to my information to	the following individuals:	
NAME:		RELATIONSHIP:
		cation records under federal law. I agree to hold Clayton State ny person/entities who correctly provide my FERPA PIN.
SIGNATURE		DATE
Please initial below the offices you are describing the information sought is che		f your records. Information will not be shared unless the box
BURSAR'S OFFICE – all studerfund information, student account hole		t due for tuition and fees, sources of payment for tuition and fees,
		s schedule, grades, enrollment history, transfer credit, al information relating to academic performance at Clayton State
		rsement of funds information, Satisfactory Academic Progress uests, refunds, and any other information relating to your financia
		es, enrollment history, transcript request status/history, transfer te, this authorization DOES NOT permit a third party to request
OFFICE USE ONLY:		