

**AUTHORIZATION TO RELEASE EDUCATION RECORDS**  
**THE UNIVERSITY OF ALABAMA AT BIRMINGHAM**  
OFFICE OF THE REGISTRAR

Name of Student (Last, First, Middle Initial): _____	Blazer ID: _____	D.O.B.: _____
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**Student Phone Number:** \_\_\_\_\_ **Student Email Address:** \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. Students may choose to complete and submit this form to the Registrar allowing the release of their education records to specified third parties. Please note that while this form *authorizes* UAB to release education records to third parties, it does not *obligate* UAB to do so. UAB reserves the right to review and respond to requests for release of education records on a case-by-case basis.

**SECTION A. Education records to be released (check all that apply):**

- ☐ **Academic Information**
- ☐ **Financial Aid Information**
- ☐ **Disciplinary Information**
  
- ☐ **Loan Information**
- ☐ **All records listed above**
- ☐ **Other** (please specify): \_\_\_\_\_

**SECTION B. Person(s) to whom access to education records may be provided:**

\_\_\_\_\_  
Name(s) of person(s) to whom access to records may be provided (use additional pages if necessary)

\_\_\_\_\_  
Address(es) of person(s) to whom access to records may be provided

\_\_\_\_\_  
Relationship to Student

**SECTION C. Duration of release (check one):**

- ☐ **One-Time Use:** This authorization can be used only once.
- ☐ **Limited Use:** This authorization expires on: \_\_\_\_\_

**SECTION D. Purpose of release (check one):**

- ☐ **Family Communications**
- ☐ **Employment**
- ☐ **Admission to an Educational Institution**
- ☐ **Other** (please specify): \_\_\_\_\_

I understand that (1) I have the right not to consent to the release of my education records, (2) I have the right to inspect any written records released pursuant to this consent, and (3) I have the right to revoke this consent at any time by delivering a written revocation to the University Registrar.

\_\_\_\_\_  
Student's Signature (Date) \_\_\_\_\_ Signature of Parent or Guardian (if under 18) (Date)

Instructions for completing this form:

1. The form must be fully completed and signed by the student. Records cannot be released if any section of this form is not filled out entirely.
2. Picture ID is required with submission of this form. If mailed or faxed, an enlarged copy of the ID with a signature is required.
3. Completed forms should be submitted to the Office of the Registrar in Building 1605, or mailed to UAB Office of the Registrar, 1720 2nd Avenue South, Building 1605, Birmingham, AL 35294; or faxed to the Office of the Registrar at (205) 975- 3700. Questions about this form may be directed to the Office of the Registrar at (205) 934-8228.

*This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.*