

Name:

APU ID#:

Cell Phone:

Email:

Under the Family Rights and Privacy Act (FERPA), you have the right to restrict the release of certain categories of information in records directly related to you and maintained by Azusa Pacific University (“APU”). If you would like APU to release specified information to designated individuals, you can add their names and give them an access password.

This release authorization is in force unless and until it is revoked by the student. I understand that (i) I have the right not to authorize the release of my education records; (ii) I have the right to review such records upon request; and (iii) that any authorization by me shall remain in effect until revoked by me online on APU’s FERPA Webpage, or in writing delivered to APU’s Student Financial Services or Registrar, but that any such revocation shall not affect disclosures made by APU prior to the receipt of any such revocation.

To add a person to your list of Authorized Individuals in which you give APU the ability to release specific information, please fill out the below document:

Authorize to Release

Information Release Detail		
First Name	Last Name	Password <i>(The party you authorize must use this password to obtain information.)</i>
Financial Aid and Student Account Information		
Student Life File – Accountability History/Issues		
Admissions Status		
Academic Progress and Grades		
Other (please be specific)		

Student Signature

Date

Please submit this form to the Student Services Center.

Azusa Pacific University • Student Services Center
 901 E. Alost Avenue, P.O. Box 7000 • Azusa, CA 91702-7000
 Email: ssc@apu.edu • Phone: (626) 815-2020 • Fax: (626) 815-3809