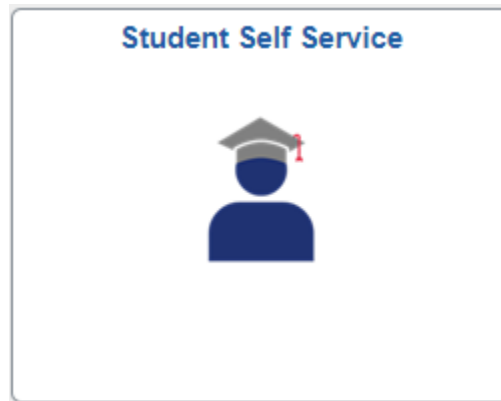
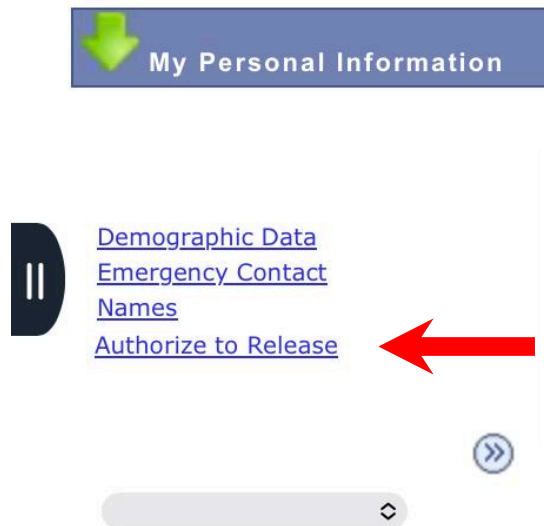


Authorization to Release Form Instructions

STEP 1: Sign into your Fresno State account and select “Student Self Service.”



STEP 2: The *Authorize to Release* link will display under the “My Personal Information” section.



STEP 4: Create an Authorization to Release.

FRESNO STATE

< My Homepage

Student Self Service



Create an Authorization to Release

Your student records which are maintained by Fresno State are protected under the [Family Educational Rights and Privacy Act](#) (FERPA). FERPA gives you the right to provide consent to disclosures of your education records to third parties, such as your parents, guardian, sponsor, etc.

Upon completing the form below, you are authorizing the Office of the University Registrar, Financial Aid and Scholarships, Office of Student Conduct, Student Accounts, and Admissions & Recruitment to share information with your third-party designee(s). Granting access to one office does not grant access to the other offices.

Office of the Registrar and Academic Advising Programs (Academic Records): may release academic record information, such as grade enrollment, progress toward degree, academic standing, advising notes, etc.

Student Accounts: may release charges and payments posted on your student account, and/or financial aid that has been applied or is pending disbursement, as well as current enrollment status, as it affects your balance.

Financial Aid and Scholarship Office: may release financial aid and scholarship information, including student account activity, awards and disbursements, and enrollment and academic data related to your eligibility for financial aid.

Office of Student Conduct: may release disciplinary records including reports of student misconduct, meeting/conference information, imposition of sanction information, etc.

Department of Human Resources: Pertains to a submitted Dependent Fee Waiver, a benefit for eligible Faculty, staff and management employees of the California State University (CSU) system. May release information including, but not limited to the following: Fee Waiver status, amount of fees waived, reason for denial.

Admissions and Recruitment: may release information, including but not limited to the following: status of admission, document status, test scores, and checklist information.

Adding or modifying a third-party designee:

- Enter the third-party designee's first and last name.
- Create an unique 4-digit access code for the third-party designee and share it **only** with that person.
- Indicate an expiration date for the designee's access. Expiration date cannot exceed 4 (four) years.
- Each designee can only access the department and records you indicate. Be sure to update these fields for each designee listed.
- You can modify a third-party designee's access by marking or unmarking the checkboxes below
- To add a third-party designee, click the '+' button
- Click the 'Save' button to save your entries and/or changes

Before your student information may be released, your third-party designee *will be required* to: identify themselves, provide your student ID, and their access code to confirm they are your authorized designee.

Do not share this information with anyone other than your authorized designee. Please note: "Records to be Released" are intended to be verbal information and not documentation provided by the offices listed.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

Authorization to Release your Record(s) to your Designee

Student  ID 

Authorized Records to be Released to

Find First 1 of 1 Last

*First Name

*Last Name

*Access Code

Expiration Date



Personalize | Find | 

First 1 of 1 Last

	*Department	*Records to Release	*Purpose of Release		
1					 

STEP 5: Enter FIRST and LAST Name of third-party designee **and** Create unique Access Code. **In addition**, provide an Expiration Date for the authorization. **Lastly**, Specify information authorized for the release to third-party designee.

The screenshot shows a web form titled "Authorize Records to be Released to". It contains several input fields and a table. Red arrows point to the following elements:

- The title bar of the form.
- The *First Name field (containing "Jane").
- The *Last Name field (containing "Doe").
- The *Access Code field (containing "1234").
- The Expiration Date field (containing "08/30/2024").
- The table below the form.
- The "Save" button at the bottom.

	*Department	*Records to Release	*Purpose of Release
1	Academic Records	Permission to attend advising meetings	Additional Support

Once you have completed the form, please provide the "Access Code" to your Advisor when called for your appointment.