



**CONSENT TO RELEASE CONFIDENTIAL INFORMATION:
ONE-TIME RELEASE**

Utica College, in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), requires written consent of the student before releasing protected information from their record. To consent to the release of confidential information to a third party, you must complete this form and return it to the Office of the Registrar. All information is required.

➡ Student Information

Student Name _____ Student ID# _____

Party to whom the records should be released

Name of Person or Agency: _____

Relationship to student: _____

Delivery Method:

US Mail – Address: _____

Fax: (_____) _____

Email: _____

Phone: (_____) _____

In Person

Records to be Released

Unofficial transcript

Registration confirmation (specify year & term: _____)

Grade Report (specify year & term: _____)

Other: Specify in detail, below:

Reason for Request

➡ Authorization

I give permission for Utica College to release information from my education record as specified above.

Student Signature _____ Date _____

Date information released from Registrar, as requested: _____ Released by (initials): _____