



**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): \_\_\_\_\_