CALIFORNIA STATE UNIVERSITY
LONG BEACH

FERPA Information Release

You can provide your consent to allow CSULB to disclose confidential information from your education records to parents, spouses, or other third parties. In your MyCSULB Student Center, you can specify what information can be released and which individuals are authorized to receive this information.

How to Release Your Information to a Third Party

1. Access your MyCSULB Student Center through Single Sign-On.

2. In the Personal Information section, select **FERPA Information Release** in the **"other personal…"** dropdown menu. Select the arrow to continue.
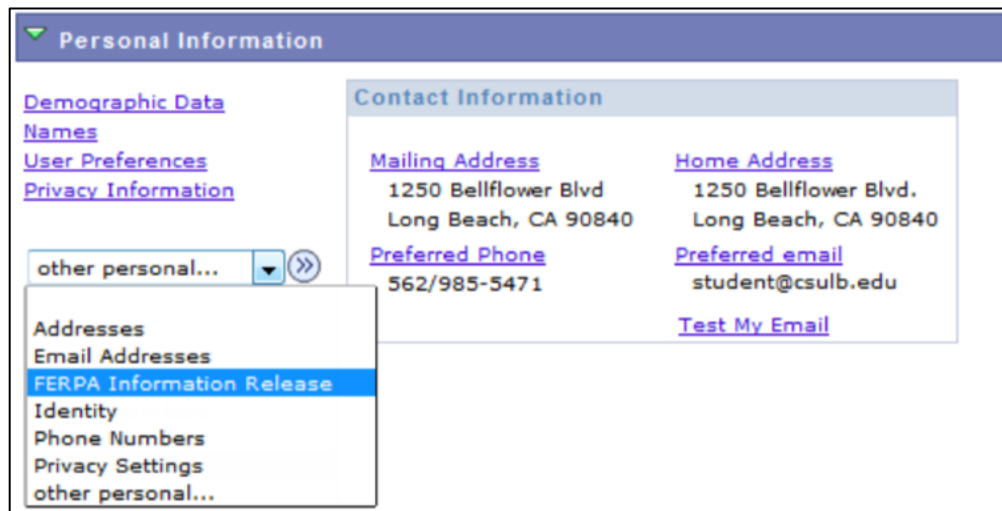
3. Authorize up to three individuals.

4. Indicate which types of information you are authorizing to release.

5. Select a **Personal Security Question** and enter your answer. When an authorized party contacts CSULB, they will be asked to authenticate their identity by providing the answer to the security question. If your third-party contact is unable to provide the correct answer, no information will be released.

6.	Select the **Authorize Third Party** button to save your request.
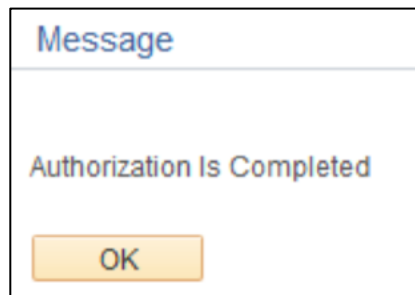
7.	The system will save your request and assign a positive service indicator to your record. You can review this in the **Holds** section of your MyCSULB Student Center.

8. Select the "details" link for more information. The Hold Item will be listed as "FERPA Information Release."

Your Holds								
Item List								
Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
FERPA Information Release			CSU Long Beach	Begin Term - Srvc Indicatr Use		09/21/2017		Enrollment Services-0106

How to Edit or Delete Your Authorizations

1. You can change your authorizations at any time:
    a. Authorized Third Parties
    b. Type of Information to be Released
    c. Security Question
2. Select the **Authorize Third Party** button to save your changes.
3. Select the **Cancel All Authorizations** button to remove any previously designated permissions.

Cancel All Authorizations

Authorize Third party

Additional information

For more information about FERPA, visit FERPA for Students.