

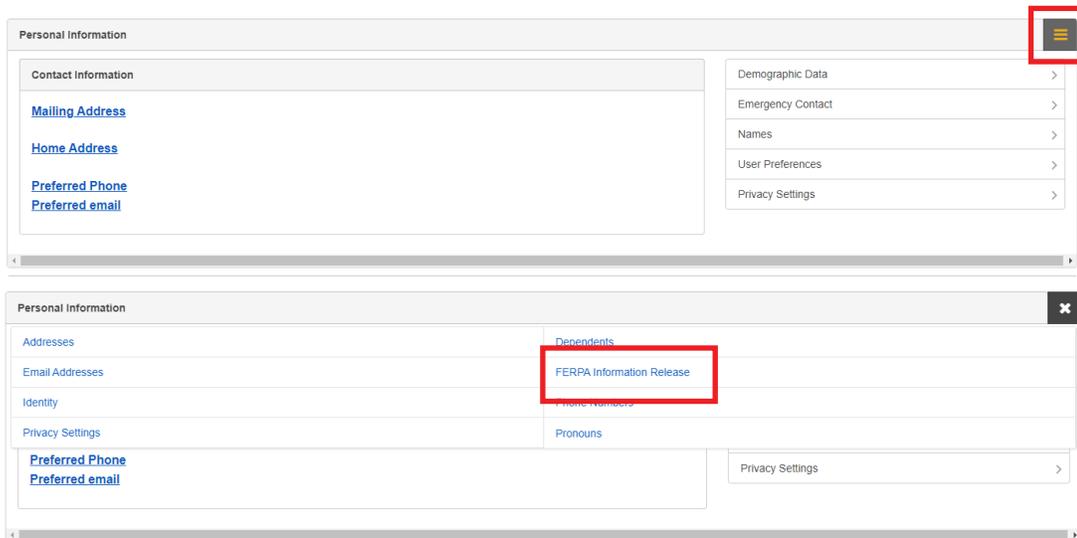
# FERPA Information Release

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.

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## How to Release Your Information to a Third Party

1. Access your MyCSULB Student Center by logging in to your [CSULB Single Sign-On](#).
2. Under **Personal Information** (near the bottom of the page), select **FERPA Information Release** from the expandable menu located in the upper right corner of the panel.



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.

Empl ID: .....

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, CSU Long Beach will disclose confidential information from the education records of students to parents, spouses, or other third parties provided the University has written consent from the student. Please acknowledge below if you consent for the University to release your education records to any third party. This release form will remain valid throughout your enrollment at CSULB unless specifically revoked by you.

Authorized Third Parties		
* Last Name	* First Name	Relationship
<input type="text" value="MOUSE"/>	<input type="text" value="MICKEY"/>	<input type="text" value="FATHER"/>
<input type="text" value="MOUSE"/>	<input type="text" value="MINNIE"/>	<input type="text" value="MOTHER"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of Information authorized to release (check all that apply):

Class Schedule  
 Class Schedule and Grades  
 Financial Aid (Award Details, etc)  
 Student Financial Services (Tuition & fee balances, etc)

**Personal Security Question**

Please choose one personal security question from the choices below and indicate the answer. You should then provide the answer to the individuals listed above. When that third party contacts CSULB, he/she will be asked to authenticate their identity by providing the answer to your security question.

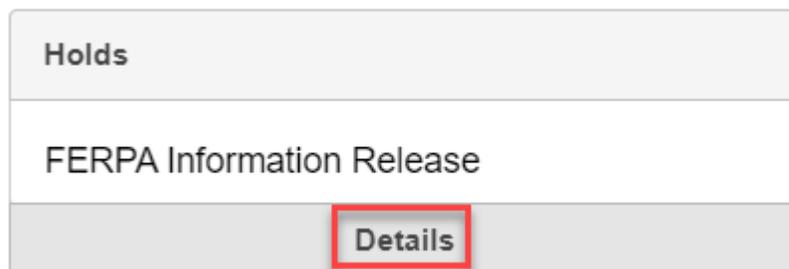
Question:

What is your favorite pet's name?

Answer:

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** button for more information. The Hold Item will be listed as "FERPA Information Release."

Your Holds

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Item List

HOLD ITEM	AMOUNT	CURRENCY CODE	INSTITUTION	START TERM	END TERM	START DATE	END DATE	DEPARTMENT
<a href="#">FERPA Information Release</a>			CSU Long Beach	Begin Term - Svc Indicatr Use		12/07/2023		Enrollment Services

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## 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.



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## Additional information

For more information about FERPA, visit [FERPA for Students](#).