



# CSULB Enrollment Services

## FERPA Information Release

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

- Access your Student Center through SSO
- In the Personal Information section, select **FERPA Information Release** in the "other personal..." drop down menu. Click the **advance** arrow button.

- Authorize up to three individuals.
- Indicate which type(s) of information you are authorizing to release.
- Select a **Personal Security Question** and enter your answer. When an authorized party contacts CSULB, he/she will be asked to authenticate his/her 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.
- Click on the **Authorize Third party** button to save your request.

- The system will save your request and assign a positive service indicator to your record. You can view this in the **Holds** section of your Student Center.



- Click on 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
<a href="#">FERPA Information Release</a>		CSU Long Beach	Begin Term - Svc Indicatr Use		09/21/2017		Enrollment Services-0106

- You can change your authorizations at any time:
  - Authorized Third Parties
  - Type of Information to be released
  - Security Question
- Click the **Authorize Third Party** button to save your changes.

**FERPA Information Release** Return to Student Center

Empl ID: 1111111111

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
BEACH	BOBBY	FATHER
BEACH	BETTY	MOTHER

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.

What is your favorite pet's name?

\*Answer:

- Click on the **Cancel All Authorizations** button to remove any previously designated permissions.

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**Authorized Third Parties**

*Last Name	*First Name	Relationship
BEACH	BOBBY	FATHER
BEACH	BETTY	MOTHER
PETE	PROSPECTOR	UNCLE

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

Class Schedule  
 Class Schedule and Grades  
 Financial Aid (Award Details, etc)  
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