

Authorization to Release Information (FERPA)

Authorization to Release Student Records

Student records, maintained by San Diego State University, are protected under the Family Educational Rights and Privacy Act (FERPA). FERPA gives you the ability to release your education records to third parties, such as a parent, guardian, spouse, etc.

Students can authorize the **Office of Admissions**, the **Office of Housing Administration**, the **Office of the Registrar**, and the **Cal Coast Student Financial Center** (Scholarships, Financial Aid, and University Bursar's Office) to share records with third-party designee(s). Granting access to one office does not grant access to the other offices. Changes can be made at any time.

How to submit an Authorization to Release Information?

1. Log in to [my.SDSU](#)

my.SDSU - Login Here

Welcome to my.SDSU!
my.SDSU is the portal for admissions, student records, financial accounts, and more.

my.SDSU Login > my.SDSU Help Resources > Search Class Schedule > Request Access (Employees Only) >

Registrar > Admissions > Financial Aid > Bursar's Office >

Learn How to Use my.SDSU

Student Resources

- Getting Started (Students)
- Frequently Asked Questions (Students)
- All Student Guides
- All Student Videos

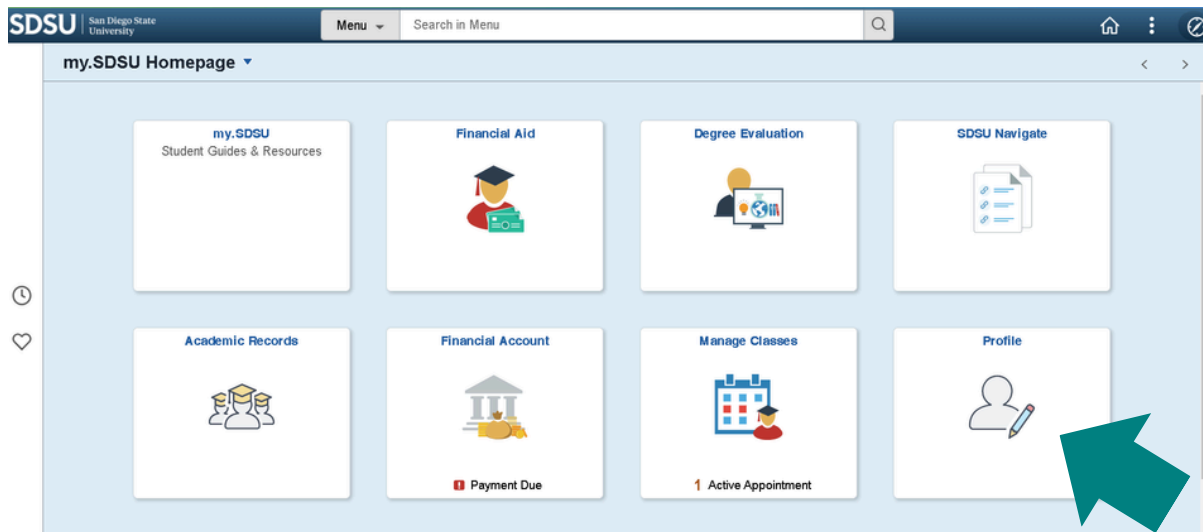
Faculty Resources

- Getting Started (Faculty)
- Frequently Asked Questions (Faculty)
- All Faculty Guides
- All Faculty Videos

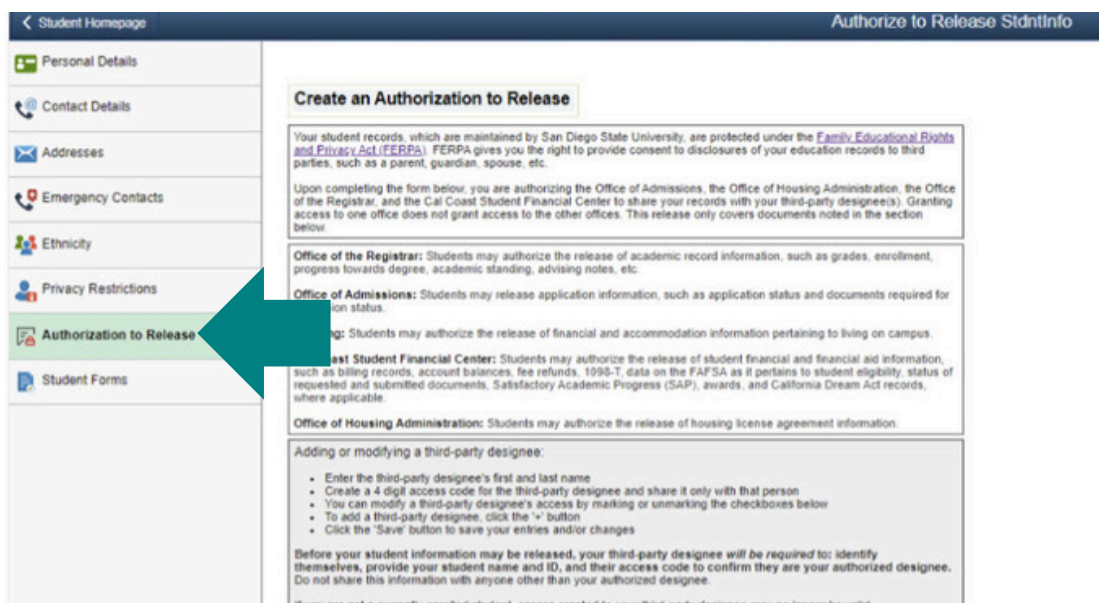
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How to submit an Authorization to Release Information?

2. Select the “**PROFILE**” tile



3. Select “**AUTHORIZATION TO RELEASE**” on the navigation bar



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How to submit an Authorization to Release Information?

4. Indicate the designee(s) who will have access to the student information. The access code is created by the student and given to the third party who is obtaining information.

Student Name: _____ EMPLID: _____

Office of the Registrar: Students may authorize the release of academic record information, such as grades, enrollment, progress towards degree, academic standing, advising notes, etc.

Office of Admissions: Students may release application information, such as application status and documents required for admission status.

Housing: Students may authorize the release of financial and accommodation information pertaining to living on campus.

Cal Coast Student Financial Center: Students may authorize the release of student financial and financial aid information, such as billing records, account balances, fee refunds, 1098-T, data on the FAFSA as it pertains to student eligibility, status of requested and submitted documents, Satisfactory Academic Progress (SAP), awards, and California Dream Act records, where applicable.

Office of Housing Administration: Students may authorize the release of housing license agreement information.

Authorization to Release Record(s) to Designee

Authorized Records to be Released to Find First 1 of 1 Last

First Name	Last Name	Access Code	Expiration Date
1	Cal Coast Student Financial Center	Student Account Information	to pay tuition

5. Select the “**DEPARTMENTS**” that can provide information. For more information click [here](#).

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Authorization to Release Record(s) to Designee

Authorized Records to be Released to Find First 1 of 1 Last

Department	Records to Be Released	Purpose of Release
1 Cal Coast Student Financial Center	Student Account Information	to pay tuition

