

INSTRUCTIONS:

1. Please complete all of the information below
2. Sign the form in the presence of a University Official or Notary Public
3. Identify the areas where this individual is authorized to act on your behalf.
4. Submit the form to the Registrar's Office at: <http://my.suu.edu/secure/upload/group/registrar>.

Requested by:

Last Name First Name MI

T-number

Release to/Recipient(s):

Last Name First Name MI

Relationship

Email

Address

Passcode:

Please provide a non-sequential (i.e. not 1234) 4-digit passcode for each 3rd party. 3rd party must provide the passcode to receive information.

Signature

Date

Witness (University Official or Notary Public)

Date

- Cashiering**
Including tuition and fee balances, financial holds, mailing, and billing address information, payment information, accounting statements, collection information and detailed debt information
- Admissions**
Includes date of application, program selected, documents received, documents pending, date of admission, admission status and conditions of admissions, residency status, catalog year and correspondence sent to student. This applies only to a student who is currently attending or previously attended SUU.
- Academic Records**
Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded and degrees awarded, official transcripts.
- Financial Aid**
Includes all general financial aid information.
- Conduct Records**
Includes incident reports, conduct notices, conduct decision letters, Due Process Review Transcripts, sanctions, and other documents retained by the University for conduct purposes.

REVOKE AUTHORIZATION:

By signing below I revoke any prior authorization for Southern Utah University to disclose my student record information with the individual listed above.

Signature