

Student Consent to Release Information

Students who wish to authorize the University to release their records to specified third-parties should complete the Student Consent to Release Information form online in USFconnect.

Instructions for students completing the form:

- 1. Log into USFconnect. Click on the Student tab, and then click on the 'Click Here' button in the Student Self Service channel.
- 2. Under the Personal Information tab, click on the Student Consent to Release Information link.



3. To add a new authorized user, click on the New Contact link.

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 Students who wish to authorize the University of San Francisco to rel third-party may complete this form. To begin, click on the 'New Contacts Name Activity Indicator New Contact 	ease their private information to a ct' link below.						
RELEASE: 8.2.USF	Contact the ITS Help Desk						
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4. The student should then fill out the personal information of the individual they authorize to view their records, and specify the types of records that may be released.

To complete the authorization process, the student must click 'I agree' and then click the Submit button.

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Students who wish to authorize the University of San Francisco to release their private information to a third- party may complete this form. Students should be aware that this authorization for release of information will remain in effect until revoked by the student.									
I hereby authorize the University of San Francisco to release my records to the person I have indicated below.									
Active Co	ntact:								
Relations	hip:	Not Applicable	~						
First Nam	e:								
Last Name	e:								
Mothers M	Maiden Name:								
Email Add	lress:								
Date of Birth:MM/DD/YYYY									
I authori	ze the release	e of the following records	s to the person in	dicated abov	e:				
Financial	Aid:		· · · · · · · · · · · · · · · · · · ·						
Tuition an	d Bill:								
Academic Records: 📃									
I understand that this release of my rights under the Family Educational Rights and Privacy Act of 1074 (EERPA) is in effect until I revoke it									
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As soon as the form is submitted, the authorization will be in effect immediately.

5. After a new authorized individual has been added, a student may choose to remove that authorization. To do so, the student should click on the authorized person's name in the Contact List.



6. After clicking on the name of the person, the student should uncheck the Activate box and then click Submit to save the changes.

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I hereby authorize the University of San Francisco to release my records to the person I have indicated below.							
Active Contact:							
Relationship:	Brother 👻						
First Name:	Peter						
Last Name:	Parker						
Mothers Maiden Name:	Aragna						
Email Address:	spidey@savingdaworld.org						
Date of Birth:MM/DD/YYYY 08/12/1954							
T authorize the release	a of the following records to the narrow indicated above						
Financial Aid:	e of the following records to the person indicated above:						
Tuition and Bill:							
Academic Records:							
I understand that this release of my rights under the Family Educational Rights and Privacy Act							
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Submit Changes	Reset						
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