

The following page is the UAF FERPA release form. Only complete this if you are, or will be, attending the University of Alaska Fairbanks.

If you are attending a different institution, please obtain a FERPA form from your institute and submit it to release information to:

Blanche Murphy, Education Coordinator, Tanana Chiefs Conference ([blanche.murphy@tananachiefs.org](mailto:blanche.murphy@tananachiefs.org)), 907-452-8251, ext. 3185

Stephanie Hinz, Education & Indigenous Learning Manager, Tanana Chiefs Conference ([stephanie.hinz@tananachiefs.org](mailto:stephanie.hinz@tananachiefs.org)), 907-452-8251, ext. 3447

(January 2025)



# FERPA RELEASE FORM

RECEIVED

SID label  
Office use only

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Office use only

Office of the Registrar  
907-474-6300  
uaf-registrar@alaska.edu

Office of the Bursar  
907-474-7384  
uaf-bursar@alaska.edu

Office of Financial Aid  
907-474-7256  
uaf-financialaid@alaska.edu

**Government issued picture ID is required with this form.**  
If mailed or faxed, an enlarged copy of your official ID with a signature is required.

## Student Information

Last	First	Middle Initial	UA ID No.
Mailing Address			Phone No.
City	State	Zip	Email Address

I give permission to the University of Alaska Fairbanks to **discuss** the selected items below to the recipient(s) listed below. While this form allows UAF to discuss my record, I understand that it does not **require** them to do so, nor does it allow anyone to conduct business or to pick up official documents (i.e. transcript, diploma) on my behalf. FERPA Release requests do not automatically expire. To cancel it submit a FERPA Release form and use the Cancel Release option.

## Types of Information to Release

- ☒ **Accounting** Includes tuition and fee balances, financial holds, mailing and billing address, payment plans, accounting statements and collections and debt information.
- ☒ **Admission** Includes dates of application, programs selected, documents received, documents pending, dates of admission, admission status and conditions of admission.
- ☒ **Registration** Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended and mailing address information.
- ☒ **Academic Records** Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded and degree(s) awarded.
- ☐ **Financial Aid** Includes all general financial aid information. (Information derived from a student's FAFSA application cannot be disclosed to anyone other than the student.)
- ☐ **All Records**

Check One:

☒ Release To ☐ Cancel

Releasee:

Blanche Murphy, Education Coordinator, Tanana Chiefs Conference  
Individual's Name

Relationship:

Scholarship Coordinator  
Relationship to Student

☒ Release To ☐ Cancel

Stephanie Hinz, Education Manager, Tanana Chiefs Conference  
Individual's Name

Scholarship Manager  
Relationship to Student

☐ Release To ☐ Cancel

Individual's Name

Relationship to Student

## Authorization

Student Signature

Date

Office use only

ID Type

Verified By:

Date

Updated: 7/7/2022

# General Information

The Family Educational Rights and Privacy Act (FERPA) deals specifically with the education records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records which are

- 1) directly related to a student and
- 2) maintained by an institution or a party acting for the institution.

FERPA gives students who reach the age of 18, or who attend a postsecondary institution, the right to inspect and review their own education records. Furthermore, students have other rights including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records.

FERPA applies to all educational agencies and institutions that receive funding under most programs administered by the Secretary of Education (34 C.F.R. 99.1). Almost all postsecondary institutions, both public and private, generally receive such funding and must, therefore, comply with FERPA.

Under FERPA, students are given three primary rights. They have the right to: inspect and review their education records; have some control over the disclosure of information from their education records; and seek to amend incorrect education records.

## Electing FERPA Confidentiality

The university may release certain directory information to the public on a routine basis unless a student requests, in writing, that the university not release it. Requests for non-disclosure remain in effect until a subsequent written request to release directory information is received.

Students who request non-disclosure of directory information

- \* Will not have name printed in the published university chancellor's and dean's lists or commencement program.
- \* Will not have attendance and/or degree verified for employers, insurance companies, etc.
- \* Will only be able to discuss their UA Accounts in person with photo ID.

### \*\*\*PLEASE NOTE\*\*\*

If you choose to elect the "confidentiality" option for your educational records, information for you will be withheld from a variety of sources, including: you - the student. This also includes friends, relatives, prospective employers, and the news media. Each student is advised to carefully consider the consequences of a decision to elect "confidentiality". Once elected the University cannot acknowledge the existence of, or release information about, the record of any student who has elected confidentiality. (You can change this election at any time -- see How to Elect FERPA Confidentiality at UAOnline.) No information or services will be available to you via telephone if you have elected the confidentiality option. Your only options for conducting business transactions with the University would be in person, after presenting a valid photo ID, or through secure login on UA systems.