



Authorization to Release Student Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) and CSU Maritime Academy will protect the privacy of student educational records and generally limit access to the information contained in those records by third parties.

Students may choose to grant California State University Maritime Academy permission to disclose educational records to certain individuals in accordance with FERPA and University policy. Please complete this form and return it to the Records Office at CSU Maritime Academy in the following manner:

1. Students may HAND DELIVER the completed Form to the Records Office; or,
2. Students may email a completed scanned version from their CSUM email account to registrar@csum.edu.

This form will be kept on file in the Registrar's Office.

Note: This form does not give permission to release any information with regard to health, counseling, disability, or public safety records.

Student Information:

I, the undersigned student, authorize CSU Maritime Academy to provide limited information as indicated to the person designated below. This authorization is to remain in effect while I am enrolled at CSU Maritime Academy unless I subsequently revoke the authorization in writing to the Record's Office (please note, it takes 24 hours to process the request). Your request will automatically expire upon graduation, withdrawal, or discontinuance of attendance and are no longer eligible to be a matriculated student at the California Maritime Academy.

Print Student Name: _____ Student ID: _____

Signature of Student: _____ Date: _____

I authorize the following individual named below to have access to the following information below. Initial all that apply. ("X" will be not be accepted.) Please use one form for each individual authorized to have access.

Print Full Name: _____

Relationship to Student: _____

Last Four Digits of his/her SSN: _____

Home or Mailing Address, City, State, Zip: _____

Type of Information:	Student's Initials:
Academic Information (e.g., verbal confirmation of grades, gpa, academic status)	
Discipline Information (e.g., demerits, discipline status)	
Financial Information (e.g., fee balance, financial aid)	

Students will receive a confirmation via email that your request has been processed.

Please contact the Records Office if you have questions: registrar@csum.edu

CSUM Records Office Use:
 Processed by: _____
 Date: _____