



Consent for Access to Educational Records

Arizona State University
University Registrar Services

Name of Student: _____
Last First Middle Initial

ASU ID Number: _____ Date: _____

Consent for Access to Educational Records

This form allows students to grant access to their educational records¹ to another person per the [Family Educational Rights and Privacy Act](#) (also known as FERPA or the Buckley Amendment). University policy prohibits the release of certain aspects of student records (e.g., registration, grades, GPA) via phone or e-mail. Access to educational records does not give permission to make changes to the student's record, to process transactions on the student's behalf, or to update passwords or account settings. Students unable to process transactions in person or via <http://my.asu.edu> may designate another person to process transactions on their behalf by another process called [Transaction by Proxy](#).

Check One:

- Limited Use:** This authorization expires on: _____
- Long-Term Use:** This authorization will remain in effect continuously until withdrawn in writing by the student.
- Revoke Access:** This will revoke access previously granted to the person named below.

Submit the completed form to the University Registrar Services on any ASU campus.

Student Signature Date

Name of Individual to Whom Access to Records is Granted or Revoked (please type or print legibly)

Address of Individual to Whom Access to Records is Granted or Revoked Relationship to Student

Completed forms can be submitted to any Registrar location, or by e-mail to: FERPAConsent@asu.edu faxed to 480-965-7722, or mailed to the appropriate address below. Persons granted access to educational records are required to provide photo identification prior to the release of any student information. For questions about this policy, please contact the University Registrar Services at 480-965-3124.

¹ Educational records include any record(s) directly related to a student and maintained by Arizona State University or by a party acting for the university. This includes any information or data recorded in any medium, including, but not limited to: handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples of educational records include: grades and GPA, registration activity, academic progress, academic standing, enrollment status, financial aid awards and disbursements, financial aid eligibility, scholarships, loan disbursements, billing and payment history, communication history, account balances, collection activity, billing statements and past due amounts.

Downtown Phoenix Campus: Phone: 602-496-4372 Location: University Center Building, Room 130 Mailing Address: 411 N. Central Ave Ste 130 Phoenix, AZ 85004-2142	Tempe Campus: Phone: 480-965-3124 Location: Student Services Building, Room 140 Mailing Address: PO Box 870312 Tempe, AZ 85287
Polytechnic Campus: Phone: 480-727-1142 Location: Administration Building Mailing Address: 5990 S Sterling Mall Mesa, AZ 85212	West Campus: Phone: 602-543-8203 Location: University Center Building, Room 120 Mailing Address: PO Box 37100 Phoenix, AZ 85069