Authorization to Release Educational Records
Student Guide

About the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. With limited exceptions, FERPA requires written consent before personally identifiable information contained in a student's education records may be disclosed.

For more information on FERPA, visit Registar.unt.edu.

Authorization to Release Educational Records

Through your myUNT, you can allow a 3rd party (parent, guardian, etc.) access to information from your UNT educational record and allow them to communicate with UNT faculty and staff about your records. You can specify what categories of information that you want shared for each person.
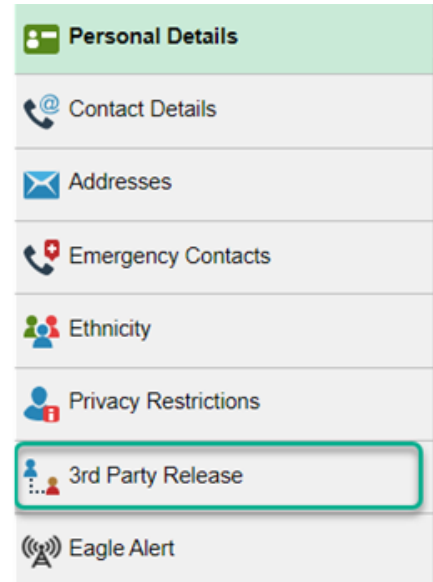
Directions for Authorizing Release of Records to 3rd Party

Log in to your myUNT account at my.unt.edu.
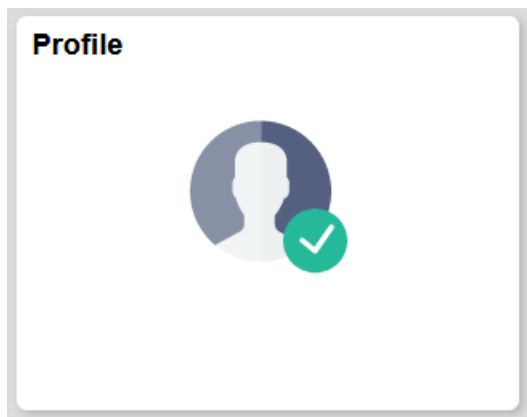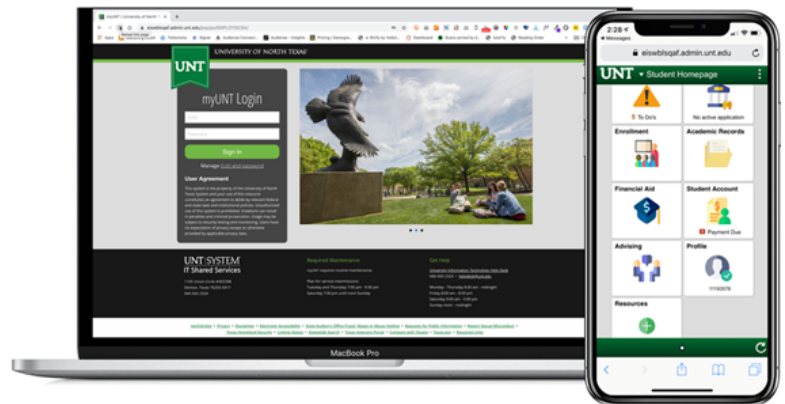
Click on your Profile Tile.

Select 3rd Party Release from the menu on the left side of your screen.

▣	**Personal Details**
☏	Contact Details
✉	Addresses
☏	Emergency Contacts
👥	Ethnicity
👤	Privacy Restrictions
👤	3rd Party Release
((•))	Eagle Alert

Third Party Release

The Family Educational Rights and Privacy Act of 1974 (FERPA), protects personally identifiable information in student education records (such as the student's name, address, financial records, and grades) from disclosure without specific consent from the student unless such consent is not required by law.

- Students are not required to authorize disclosure of information from their education records but if you choose to allow the disclosure of your information to an individual, this authorization information will allow officials at the University of North Texas to release information specified by you to individuals/organizations identified by you.

Please indicate the name, contact information, and a passcode indicated by you for each person you want to authorize the disclosure of your information for and indicate which specific areas of information that you are authorizing. This authorization will stay in affect until changed by you through this same page.

(Please note when the person contacts a UNT office or staff member, they will be asked to provide the information that you have listed including the passcode that has been indicated on this release to verify their identity.)

ⓘ   No Release has been added.

Add Person

If no person has been added or to add an additional person, click Add Person.

Enter the contact information of the person you would like to authorize and enter a passcode.

The authorized person will need to provide this passcode to UNT Faculty or Staff in order to access your educational records.

*Full Name	H▇▇▇▇ ▇▇▇▇▇
*Relationship	Friend ▾
*Telephone Number	94055512345
*Email Address	email@email.com
*Passcode	Scrappy

Select each category of information that may be released to the authorized individual. Click Save.

Editing or Removing Authorization to Release Records to 3rd Party

You may edit or remove authorization to release records to a 3rd party at any time.

From the 3rd Party release menu, select the person that you want to edit or remove.

Select Delete Person to remove all authorization or select the check boxes to add/remove specific categories of authorization.

Click save.

Questions

For further assistance, contact the Office of the Registrar at 940-565-2111.