

GENERAL INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provides protection for student education records, and stipulates that non-directory information (as defined by FERPA and the institution) may not be released or disclosed without the express written consent of the student (some exceptions apply). This form is used to add an account delegate to a student's account.

Delegates can speak with UVU employees and request changes to your information on your behalf - kind of like an agent or representative. When working with UVU, your delegates must provide the Security Phrase you have assigned to them. UVU employees will only share information you have authorized.

Only use this form if you are not able to access the Student Information Release Authorization system at <https://apps.uvu.edu/sira>. Send this completed form to the Registrar's Office in BA 113 or email to registration@uvu.edu.

STUDENT INFORMATION

UVID: _____ First Name: _____ Last Name: _____

DELEGATE INFORMATION

PURPOSE: By adding a delegate, you authorize that person to perform all activities related to the categories of information selected in compliance with any access details you have specified.

First Name	Last Name	Relationship	Security Phrase (only alpha-numeric characters)

Release (select all that apply):

- Status and Schedule Information:** (Includes all admissions information, student status (active, withdrawn, etc.), and class schedule information (all terms).)
- Transcripts:** Includes viewing, ordering, and pickup of transcripts.
- Academic Information:** Includes midterm and final grades, individual assignment grades, GPA (all types), academic standing, class activity and participation information, and holds.
- Finance and Billing:** Includes account balance, billing statements, charges, credits, refunds, payments, past-due amounts, collections activity, financial aid and scholarship awards and information, FAFSA application information, Satisfactory Academic Progress.
- Personal Information:** Includes date of birth, SSN (in-person only), legal sex, addresses, personal email addresses, gender identification, personal pronouns, race, ethnicity, citizenship, marital status, veteran information, emergency contact information.
- Conduct Records:** Includes incident reports, conduct notices, conduct decision letters, due process reviews, sanctions, and other documents retained by the university for conduct purposes.
- myUVU Password Recovery or Reset:** Allows the delegate to reset your password and change your password recovery options.
- Other:** specify other releasable information not listed above:

STUDENT AUTHORIZATION AND SIGNATURE

I give my express written and signed consent for UVU to add this person to my account as a delegate. I authorize this person receive all information regarding and to perform all activities related to the categories of information selected in compliance with any access details I have specified.

Student Signature (REQUIRED!): _____ **Date:** _____