Kutztown University
FERPA Authorization for Access to Student Records

Student Information

Student Name: Student ID Number:

KU Email:

Instructions

This form is for students to authorize or update access to their educational records pertaining to the Family Educational Rights and Privacy Act. A student may grant access to these records to a third party including a parent or guardian by the execution of this form. This release must be signed by the student. This authorization remains in effect unless rescinded in writing by the student or upon withdraw/graduation, whichever comes first.

Complete the information in the following sections

Section 1 Select the records to be released

- Academic
- Billing
- Financial Aid
- Disciplinary
- All of the Above (including Academic, Billing, Financial Aid, and Student Disciplinary records)

Section 2 Add Authorized People

Fill out the following information to grant access for each person including their relationship to you and a Personal Identification Number (PIN). The PIN will be requested when the person calls regarding your records.

Person 1

Name: Relationship to student: PIN:

Person 2 (if any)

Name: Relationship to student: PIN:

Signatures and Date

My signature below authorizes Kutztown University of Pennsylvania to grant access to the selected records to the people listed on this form.

Student Signature: Date:

Form Processing

This form must be submitted to the Kutztown University **Office of the Registrar**.

Reviewed and Processed: Date:

Form updated 6/11/2026 reviewed 6/11/2026

PREVIEW ONLY
VOID