

# Family Educational Rights and Privacy Act of 1974 Release Form

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Please fill out the FERPA (Family Educational Rights and Privacy Act of 1974) release form if you would like various individuals to have the ability to discuss details of your student record with the various departments at the University. We also encourage you to add your parent/guardian as an authorized user on Touchnet for access to view the bill.

This FERPA form is available online via self-service.

## Authorization of Records Release

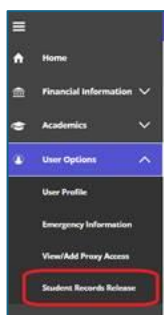
Follow the steps below to complete the FERPA form:

Log into My DelVal ([www.delval.edu](http://www.delval.edu), top left corner)

1. Scroll down and click on Go to Self-Service



2. In Self-Service, under User Options, choose Student Records Release



3. Click the Add Person/Relationship button

**DELAWARE VALLEY UNIVERSITY**

User: [Name] | Sign out | Help

Home | User Options | Student Records Release

### Student Records Release Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) restricts the disclosure of non-public information contained in student records. The purpose of this form is to allow each student to designate the individuals to whom Delaware Valley University ("the University") may release non-public information and the types of information that may be released to them. FERPA Student Information Release

I authorize the University to disclose non-public information to the individual(s) listed below in the category(ies) represented by the checkboxes that I select for that individual. I understand that by providing an individual's email address, I am authorizing the University to email non-public information to the listed email address.

\* Office of the Bursar and Financial Aid: All information pertaining to my student account, including but not limited to my student ID, charges incurred, payments received, financial aid, refund eligibility, room and board assignments, and registration status.

\* Office of the Registrar: Includes but is not limited to grading, academic standing, academic information, and advising notes. Also allows a faculty member to communicate academic information to the below-mentioned individuals. This release does not include transcripts, which may only be requested through written authorization from the student.

\* Office of Dean of Students: Includes the contents of student conduct records, both past and future. In accordance with FERPA, the undersigned student hereby permits the University and its representatives to disclose the types of information selected below to the following individual(s) or agency(ies):

This consent shall be valid through the dates specified next to each person, below, and may be modified or rescinded by me at any time. I understand that the information contained herein will remain in effect until I submit revised information Release/Responsibility through this form. It is my responsibility to make adjustments as appropriate.

I have read and understand the contents of this consent form pertaining to the Family Educational Rights and Privacy Act of 1974.

☐ Deny access to All

#### Active Relationship

No Active Relationship Available

[Add Person/Relationship](#)

1. Fields with an asterik (\*) are required
2. **Assign a 4-digit number to each individual person you choose to grant access to your student records. This will help validate the identify of this individual as the pin number will be requested when the authorized person(s) call Delaware Valley University offices to ask about your student records. The individual will be asked to provide this PIN number, so you must tell them what PIN you assigned them.**
3. You can find the details of what each access involves by clicking the next access choice.

#### Active Relationship

No Active Relationship Available

[Add Person/Relationship](#)

First Name \* | Last Name \* | Relationship \* | **PIN \*** | Start Date | End Date

Enter a 4 digit PIN | MM/yyyy | MM/yyyy

Access \*

☐ Allow Complete Access

☒ Allow Select Access

☐ Billing and Financial Aid ⓘ

☐ Registration Records ⓘ

☐ Dean of Students ⓘ

Information pertaining to my student account, including but not limited to my student ID, charges incurred, payments received, financial aid, refund eligibility, room and board assignments, and registration status.

#### Disclosure Agreement

☒ I authorize the institution to disclose my information to this party

[Cancel](#) [Submit](#)

1. The date fields are optional.
2. You can allow complete access or select access to your student records.
3. Accept the disclosure agreement, by clicking on the box next to "I authorize the institution to disclose my information to this party." The submit button will be enabled afterwards.
4. Click submit.

## Remove Authorization

To delete the active Person/Relationship, check the delete active relationship button.



Name	Information Access	Relationship	PIN	Start Date	End Date
Test Test	Billing and Financial Aid	Grandchild	1234	2/3/2023	

Add Person/Relationship

Delete Active Relationship

1. Confirmation will be received that a record has updated successfully.



1. The deleted records will show an end date, which indicates that access for this person to the student record has ended.

Active Relationship					
Name	Information Access	Relationship	PIN	Start Date	End Date
Test Test	Billing and Financial Aid	Grandchild	1234	2/3/2023	2/3/2023