



Student Authorization to Release Information

Student Name	Date of Birth (MM/DD/YYYY)
Email address	

FERPA Notice

The Family Education Rights and Privacy Act of 1974 (FERPA) allows students at an institution of higher education to control outside access to their education records, including requests for information from their parents, guardians, or others as designated by the student. Without a student's written consent, North American University (NAU) may not disclose information from a student's education records to outside third parties with a few exceptions. However, a student may provide a standing release allowing NAU to disclose certain information to others. To do so, the following declaration must be completed:

I, the above-named student, hereby declare that North American University may release information to the following authorized party and for the following reasons:

Authorized Party:	Authorized Party's Email Address
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Relationship of the Authorized Party: (select one) Parent Guardian Spouse Other

Please note: If you have more than one authorized party, please fill out an additional authorization form.

Access Level Granted to Authorized Party	
<input type="checkbox"/> All access (no other selection required)	<input type="checkbox"/> View housing information
<input type="checkbox"/> View bills	<input type="checkbox"/> Order/pickup official transcript
<input type="checkbox"/> Pay bills	<input type="checkbox"/> Pick up the graduation diploma
<input type="checkbox"/> View class schedule	<input type="checkbox"/> Speak to University personnel about my educational records
<input type="checkbox"/> View admissions information	<input type="checkbox"/> Speak to academic department personnel about my academic performance
<input type="checkbox"/> View financial aid information	<input type="checkbox"/> Other
<input type="checkbox"/> View grades/unofficial transcripts	

I understand that this release is in effect until revoked in writing by me. I further understand that some exceptions override this release as defined by Federal Government regulations.

Student's Signature: _____ Date: _____

With few exceptions, you are entitled on request to be informed about the information NAU collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have NAU correct information about you that is held by us and that is incorrect. The information that NAU collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.