

The *Authorize to Rel Info Admin* tab displays the current status of the third-party designee(s). This tab provides a read-only view of what the student currently sees in their Student Center.

Navigation: Main Menu > CSU SA Baseline > CSU Campus Community > Authorization to Release > Use > Authorize to Release – Admin > Authorize to Rel Info Admin (tab)

1. **In order to release information to a student’s third party designee**, you must first **verify their name and access code**. If the person does not know the access code, you cannot release any information!
2. Also, keep in mind **you will need to check the expiration date to make sure the date has not passed**. If it has, inform the person to follow up with the student and they can go into the system and extend their release if needed.
3. Lastly, students must select very specific information listed in the **“Records to be Released”** column and we can ONLY release information that they provide or list there. **If it is not listed, it cannot be released.** **Records to be Released are intended as verbal information and not documentation provided by the offices listed.**

Navigation breadcrumb: Favorites > Main Menu > CSU SA Baseline > CSU Campus Community > Authorization to Release > Use > Authorize to Release - Admin

Search bar: All Search [Advanced Search] [Last Search Results]

Authorize to Rel Info Admin | Authorize to Rel Info History

Authorize to Release Information - Current Status

Student Name: [Redacted] EMPLID: [Redacted]

Office of the Registrar and Academic Advising Programs (Academic Records): may release academic record information, such as grades, enrollment, progress toward degree, academic standing, advising notes, etc.

Student Accounts: may release charges and payments posted on your student account, and/or financial aid that has been applied or is pending disbursement, as well as current enrollment status, as it affects your balance.

Financial Aid and Scholarship Office: may release financial aid and scholarship information, including student account activity, awards and disbursements, and enrollment and academic data related to your eligibility for financial aid.

Office of Student Conduct: may release disciplinary records including reports of student misconduct, meeting/conference information, imposed sanction information, etc.

Admissions and Recruitment: may release information, including but not limited to the following: status of admission, document status, test scores, and checklist information.

Authorization to Release Record(s) to Designee

Authorized Records to be Released to [Find] First 1 of 1 Last

First Name Jane Last Name Doe Access Code 1234 Expiration Date 10/10/2022

	Department	Records to Be Released	Purpose of Release
1	Academic Records	Grades	good driver insurance
2	Financial Aid and Scholarships	Award letter	need information on letter

If you have any questions, please contact the Office of the University Registrar at 559.278.4743.

Below is a list of records as of 12/01/2020 that students can select within the different departments:

Department	Records to Be Released
Academic Records	Academic Standing
Academic Records	Advising Notes
Academic Records	Cal Vet Fee Waiver Information
Academic Records	Degree Information
Academic Records	Enrollment Status
Academic Records	Grades
Academic Records	Registration Holds
Academic Records	Veteran Benefit Information & Certification
Financial Aid	Anything related to my financial aid and/or scholarship(s)
Financial Aid	Award letter
Financial Aid	Disbursements
Financial Aid	FAFSA/California Dream Application
Financial Aid	Financial aid eligibility
Financial Aid	Satisfactory Academic Progress Data
Financial Aid	Scholarship Application
Financial Aid	To Do items
Financial Aid	Verification tasks
Student Accounts	Account Summary - Custom Report Summary
Student Accounts	Student Account
Student Accounts	1098-T
Student Conduct	Disciplinary record
Student Conduct	Allow advisor to be present in meeting
Admissions & Recruitment	ADT Verification Status

Admissions & Recruitment	Admissions Appeal Status
Admissions & Recruitment	Application Status
Admissions & Recruitment	Reason for Denial of Admission
Admissions & Recruitment	Reason for Withdrawal of Admission
Admissions & Recruitment	Transcript Status