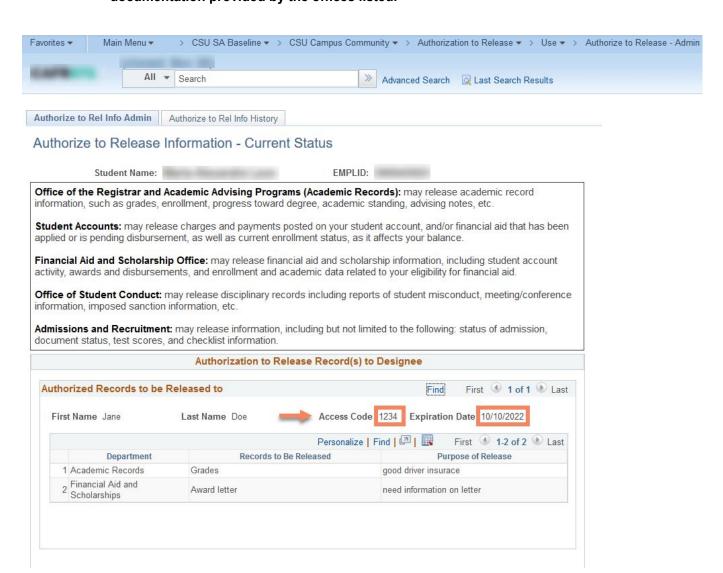
The *Authorize to Rel Info Admin* tab displays the current status of the third-party designee(s). This tab provides a read-only view of what the student currently sees in their Student Center.

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

- 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.
- 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.



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

FERPA Authorization to Release: Staff Access Page

Last u	pdated	12/2020
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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