Authorization to Release Student Information

University of Houston-Downtown: Registrar's Office
One Main Street, Ste N330 ph: 713-221-8999
Houston, TX 77002 fax: 713-223-7438
uhdrecords@uhd.edu

I _____ hereby voluntarily authorize officials in the University of
[Print Name of Student]

Houston-Downtown department(s) identified below to disclose personally identifiable information from my educational records. (Please check the box or boxes that apply):

- ☐ Registrar's Office
- ☐ Admissions
- ☐ Scholarships and Financial Aid
- ☐ Academic Advising
- ☐ Student Accounting & Cashiers Office
- ☐ Student Services and Enrollment Mgmt (SSEM)
- ☐ Other (Please Specify): _____

Specifically, I authorize disclosure of the following information or category of information. (Please check the box or boxes that apply):

- ☐ All University Records
- ☐ Academic Advising Profile / Information
- ☐ Grades/Transcripts
- ☐ Scholarship and/or Honors
- ☐ Academic Records
- ☐ Disciplinary
- ☐ Billing / Financial Aid
- ☐ Photos
- ☐ Other (Please Specify): _____

This information may be released to:

_____ _____
[Print Name] *[Print Name]*

_____ _____
[Print Name] *[Print Name]*

for the purpose of informing:

- ☐ Family
- ☐ Employer/Prospective Employer
- ☐ Educational Institution
- ☐ Public or Media of Scholarship
- ☐ Honor or Award
- ☐ Other (Please Specify): _____

This is to attest that I am the student signing this form. I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. This authorization will remain in effect from the date it is executed until revoked by me, in writing, and delivered to the Departments(s) identified above.

_____ _____
Student Name [Please Print] UHD ID Number

_____ _____
Student Signature Date

For Office Use Only:
Received By _____ Date _____
Reviewed By _____ Date _____

Standard Form Approved
by the University of Houston System
Office of the General Counsel
Office of Contract Compliance

Note: Modification of this Form requires approval of OGC