

# RELEASE OF STUDENT RECORDS

Under the provisions of the Family Education Rights and Privacy Act ([FERPA](#)), I authorize Student Records to release and/or discuss the following records and information about me from my educational file.

**Important Note -**

- Student must submit a 4-digit pin. The pin must be provided to staff if the information is requested over the phone.
- If requesting grades, only final semester grades are provided. Individual course assignment grades cannot be requested.

**PIN \_\_\_\_\_ (4-digit)**

- |                                 |                                            |                                       |
|---------------------------------|--------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Grades | <input type="checkbox"/> Schedules         | <input type="checkbox"/> Credit Hours |
| <input type="checkbox"/> Holds  | <input type="checkbox"/> Graduation Status | <input type="checkbox"/> Other _____  |

**Name of person who has permission to receive the information:**

Full Name: \_\_\_\_\_ Email: \_\_\_\_\_

Relation/Affiliation to student: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose for releasing student record:  
\_\_\_\_\_  
\_\_\_\_\_

I agree to the release until the following date: \_\_\_\_\_

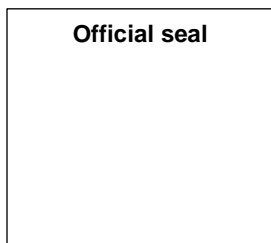
Name: (printed) \_\_\_\_\_ B number: \_\_\_\_\_

Signature: (*must sign in person and show ID*) \_\_\_\_\_  
\_\_\_\_\_

**\*\* When submitting this document electronically, you must have your signature notarized. \*\***

### Notary Certificate of Acknowledgement

State of \_\_\_\_\_ City/County of \_\_\_\_\_  
On \_\_\_\_\_ (date), before me, \_\_\_\_\_ (notary name),  
personally appeared, \_\_\_\_\_ (printed name of signer), and proved to me on the  
basis of satisfactory evidence of identification \_\_\_\_\_ (type of unexpired  
government-issued ID attached) to be the above-named person who signed the foregoing instrument.



**Notary Signature:** \_\_\_\_\_  
(seal)  
My commission expires on: \_\_\_\_\_ (date)

**Return this notarized\* form via [my.binghamton.edu](http://my.binghamton.edu) portal at the Financial Aid and Student Records Document Submission link.**

Please allow 3-5 business days for processing before requesting information.