



REQUEST TO RELEASE INFORMATION

Attention(Advisor's Name): \_\_\_\_\_

I, \_\_\_\_\_, herewith authorize Academic Advising Center to release information concerning my academic progress that pertains to the University of Utah to:

- Individual's Name \_\_\_\_\_ (Example: Parent or Spouse. Please print the individuals name clearly.)
School or Institution \_\_\_\_\_ (Example: You want a Letter of Completion sent to Weber State University.)
Myself (Example: You want to discuss your academic record with an advisor over the phone or through email.)

Other name(s) used at the University of Utah \_\_\_\_\_.

If this request is for information to be released via email, please be aware that our site is not secure. Please indicate the email address to which information should be sent:

(Example: name@email.com) \_\_\_\_\_

I understand that information concerning my academic progress includes, but is not limited to, my grades, my probation standing, my progress concerning agreements that I have made with my academic advisors, progress toward completion of degree requirements, class scheduling and other similar information. I also understand that this authorization for release of information will remain in effect until the expiration date noted below unless I personally request, in writing, that this authorization be invalidated prior to that date.

I also understand that official University certification of my academic record (transcripts or verification of enrollment) must be obtained from the Registrar's Office (250 SSB).

Signature \_\_\_\_\_

Student ID or Date of Birth \_\_\_\_\_

Phone Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Date Signed \_\_\_\_\_

(If no expiration date is given, this release will expire 2 years from date signed.)

PRIVACY ACT NOTICE: The University confidentially maintains your social security number for routine uses, such as facilitating document matching, verifying your identity, and expediting your enrollment and financial aid. Disclosure of your social security number is voluntary, but failure to provide your social security number may result in delay and confusion regarding your identity if the institution to which you are applying uses your social security number as an identifier.

For Letters of Completion, please include your mailing address & current phone number:

\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_

For Office Use Only:
PeopleSoft \_\_\_\_\_ Date \_\_\_\_\_
(initials)
Front Desk \_\_\_\_\_ Date \_\_\_\_\_
(initials)