

**INSTRUCTIONS:**

1. Please complete all of the Requested by and Release to information.
2. Check whether this is a release of information or an authorization to transact business
3. Sign the form in the presence of a University Official or Notary Public
4. Identify the areas where this individual is authorized to act on your behalf.
5. Submit the form to the Registrar's Office at: <http://my.suu.edu/secure/upload/registrar>.

**Requested by:**

\_\_\_\_\_  
Last Name First Name MI

\_\_\_\_\_  
T-number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

**Release to/Recipient(s):**

\_\_\_\_\_  
Last Name First Name MI

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Email

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

**I give permission to Southern Utah University to:**

- Allow the above named individual to transact business on my behalf for all the selected items below
- Release educational records selected below to the individual listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (University Official or Notary Public)

\_\_\_\_\_  
Date

- Cashiering**  
*Including tuition and fee balances, financial holds, mailing, and billing address information, payment information, accounting statements, collection information and detailed debt information*
- Admissions**  
*Includes date of application, program selected, documents received, documents pending, date of admission, admission status and conditions of admissions, residency status, catalog year and correspondence sent to student. This applies only to a student who is currently attending or previously attended SUU.*
- Registration**  
*Includes current enrollment, dates of enrollment activity, enrollment status, registration, and semesters attended.*
- Academic Records**  
*Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded and degrees awarded, official transcripts.*
- Financial Aid**  
*Includes all general financial aid information.*
- Conduct Records**  
*Includes incident reports, conduct notices, conduct decision letters, Due Process Review Transcripts, sanctions, and other documents retained by the University for conduct purposes.*
- ALL ITEMS ABOVE**

**THIS AUTHORIZATION IS VALID UNTIL A WRITTEN REQUEST TO RESCIND IS RECEIVED BY THE SUU REGISTRAR'S OFFICE.**