Adding a 3rd party release to your account will grant access to your student information to your third party designee. Depending on when you attended UNLV, you will either submit a paper or electronic FERPA release. You may specify which information you are releasing (academic records, financial records, advising, etc). You may also restrict the release of directory information by adding a “No Release” indicator to your account.

Electronic 3rd Party Release

1. You may, add, edit, and delete FERPA 3rd Party releases in the MyUNLV student Center or by completing a FERPA Release form
   a. If you attended UNLV prior to Fall 2010 you may need to complete a paper form
2. Adding a Third Party Release for current students (and alumni who attended during or after Fall 2010) done by logging into your Student Center

   a. Click on Manage 3rd Party Releases
      i. Read the disclaimer
      ii. Click on ADD Third Party Release
Third Party Releases

Welcome to the Family Educational Rights and Privacy Act of 1974 (FERPA) 3rd party release form. FERPA affords certain rights to students concerning the privacy of and access to their education records. You may use this form to authorize release of your education records to third parties of your choosing, such as parents, family members, employers, military staff, loan cosigners, etc.

Please note that while this form authorizes UNLV to release education records to third parties, it does not obligate UNLV to do so. UNLV is committed to the privacy of your FERPA-protected information and reserves the right to review and respond to requests for release of education records on a case-by-case basis. As a matter of policy, UNLV also reserves the right not to release certain aspects of student records (e.g., registration, grades, GPA) over the telephone or via electronic mail.

Important: Under the provisions of FERPA, UNLV may disclose, without student consent, directory information in response to a written or oral request. Directory information is defined as information in a student’s education records that would not generally be considered harmful or an invasion of privacy if disclosed, such as: name, address, major, status, honors, dates of attendance, etc.

You may add, edit, and delete your authorized third parties at any time.

For more information, please stop by the Office of the Registrar in building SSC-C, call (702) 895-3443, or email registrar@unlv.edu.
b. Complete the information for the 3rd party designee

Enter Third Party Release Designee Information

| *Full Name     | Rebel Mom | | *Relationship | Mother | | *Phone Number | 865-3443 | | *Email Address | mom.reb@gmail.com | | *Passphrase   | Hey Reb |

The passphrase is used to validate identity if the person cannot provide Government Issued Photo ID

1. You can choose any passphrase you want
2. If they are calling on the phone or communicating via email they have to confirm the passphrase exactly

ii. The passphrase can be a word/words or numbers or any combination of the two.

c. Use the Lookup to add which parts of the student record are to be released

Enter Third Party Release Designee Information

Add Information to be released

<table>
<thead>
<tr>
<th>*Third Party Text ID</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Look Up Third Party Text ID

Search by: Third Party Text ID begins with

Search Results

View 100 | First 1-5 of 5 | Last

ACADEMIC RECORDS
ADVISING
CASHIERING & STUDENT ACCOUNTS
FINANCIAL AID
HOUSING

i. You can pick as many or as few items from the list as you wish
ii. UNLV is only allowed to release information from the categories you choose
1. If you have only selected academic records and advising and the 3rd party is asking for financial aid information, UNLV cannot release it to them.

d. To add additional items, click the plus sign.

e. Once finished click the Continue button.

Enter Third Party Release Designee Information

- Full Name: Rebel Mom
- Relationship: Mother
- Phone Number: 895-3443
- Email Address: mom.reb@gmail.com
- Pseudonym: Hey Reb
f. On the confirmation page, review the items that can be released and click confirm

**Third Party Release Confirmation**

**ACADEMIC RECORDS**

Granting 3rd party access to your Academic Records includes:

- Grades
- GPA
- Demographic data
- Registration
- Student ID number
- Academic progress
- Probation / suspension
- Other enrollment and advising information

**ADVISING**

Granting 3rd party access to your Advising information includes:

- Advising office records including information collected or disbursed during advising appointments
- Degree audit materials

![Third Party Information]

- **Full Name**: Rebel Mom
- **Relationship**: Mother
- **Email Address**: mom.reb@gmail.com
- **Passphrase**: Hey Reb

**Selected Release Offices**

- **First**: 1-2 of 2
- **Last**

<table>
<thead>
<tr>
<th>Third Party Text ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC RECORDS</td>
</tr>
<tr>
<td>ADVISING</td>
</tr>
</tbody>
</table>
g. Click OK

i. A confirmation email is sent to your REBELMAIL

**Third Party Release Confirmation**

You've added a Third Party Release Record! A confirmation email has been sent to your primary email.

OK

3. You can edit an existing release by clicking on Manage 3rd Party Release in the Student Center
a. Locate the release you would like to edit and click View/Edit Details

Third Party Releases

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You may add, edit, and delete your authorized third parties at any time.

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b. Add or remove releasable information by clicking the plus or minus sign

c. Update phone numbers, email addresses, or passphrases by entering the new information in the designated fields

**Third Party Release Details**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Rebel Mom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship</td>
<td>Mother</td>
</tr>
<tr>
<td>Phone Number</td>
<td>895-3443</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:mom.reb@gmail.com">mom.reb@gmail.com</a></td>
</tr>
<tr>
<td>Passphrase</td>
<td>Hey Reb</td>
</tr>
</tbody>
</table>

**Authorized Release Offices**

*Release Office:
ACADEMIC RECORDS

Granting 3rd party access to your Academic Records includes:

- Grades
- GPA
- Demographic data
- Registration
- Student ID number
- Academic progress
- Probation / suspension
- Other enrollment and advising information

*Release Office:
ADVISING

Granting 3rd party access to your Advising information includes:

- Advising office records including information collected or disbursed during advising appointments
- Degree audit materials

**Cancel**  **Continue**
i. If you are deleting information you will have to confirm

d. Click Continue and then Save the changes

Third Party Release Confirmation

[Image of screen with options to select or delete information]
4. Delete an existing 3rd Party Release by clicking Manage 3rd Party Releases in the Student Center.
a. Click the Delete button next to the release you want to remove

Third Party Releases

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You may add, edit, and delete your authorized third parties at any time.

For more information, please stop by the Office of the Registrar in building SSC-C, call (702) 895-3443, or email registrar@unlv.edu.
b. Click ok to confirm
c. Only remaining 3rd party releases will be visible

**Third Party Releases**

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For more information, please stop by the Office of the Registrar in building SSC-C, call (702) 895-3443, or email registrar@unlv.edu.
Paper 3rd Party Release

1. If you cannot access your MyUNLV account (meaning you were active prior to the Fall 2010 semester) you will have to submit a Paper Release form
   a. ALL fields are required
   b. Forms that are not submitted in person MUST be notarized
   c. You can make changes to a hard copy FERPA by submitting a new form (example on next page)
FERPA Release – Student Facing
Office of the Registrar

University of Nevada, Las Vegas
Office of the Registrar
4505 S. Maryland Parkway • Box 451029
Las Vegas, NV 89154-1029
Phone: (702) 895-3443
Fax: (702) 895-4987

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), the University of Nevada, Las Vegas (UNLV) is prohibited from providing certain information from your student education records to a third party. This restriction applies, but is not limited to: your parents, your spouse or a sponsor.

You may, at your discretion, grant UNLV permission to release information about your student education records to a third party by submitting a completed Authorization to Release Confidential Information form. You must complete a separate form for each third party to whom you wish to grant access to information in your student education records. The specified information will be made available only if requested by the student or authorized third party.

As a matter of policy, UNLV reserves the right not to release certain aspects of student records (e.g., registration, grades, grade point average over the telephone or via electronic mail).

INSTRUCTIONS AND INFORMATION: In order to facilitate the authorization to release education records to listed third parties, please complete this form and deliver it to the UNLV office indicated in Section B or the Office of the Registrar located at: 4505 S. Maryland Parkway, Box 451029, Las Vegas, NV 89154-1029.

The authorized party must identify himself or herself to the office at each contact and inform us that the authorizing paperwork is on file.

### SECTION A: Student Information

<table>
<thead>
<tr>
<th>Student Name (Last, First, Middle Initial)</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebel, Hey</td>
<td>123-456789</td>
</tr>
</tbody>
</table>

### SECTION B: Release

I. Please check one or more of the blanks below to grant authorization to different areas/types of student record information:

- [ ] Academic Records (grades, GPA, demographic data, registration, student ID number, academic progress, other enrollment and advising information)
- [ ] Financial Aid (awards, application data, disbursements, eligibility, satisfactory academic progress)
- [ ] Financial Aid & Student Accounts (billings statements, charges, credits, payment, past due amounts, collection activity)
- [ ] Housing account information, room assignment information, situations within the residence halls
- [ ] Advising/Advising office records including information collected or disclosed during advising appointments, degree audit materials
- [ ] Other [ ] (Please specify)

II. Purpose of release: Help with College Transition

### SECTION C: Third Party Designee

<table>
<thead>
<tr>
<th>Name (Last, First, Middle Initial or Agency/Organization Name)</th>
<th>Contact Number</th>
<th>Relationship to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebel, Mom</td>
<td>895-5443</td>
<td>Mother</td>
</tr>
</tbody>
</table>

Current Mailing Address (Street or PO Box, City, State, and Zip Code):

45286 S. Maryland Pl, Las Vegas, NV 89154-1234

### SECTION D: Student Certification

I, the student, understand that by signing this form, that I grant UNLV permission to discuss and/or release information in my education records to the person listed above. I further understand that this form will be kept on permanent file and that I may revoke it at any time by submitting a written request. This authorization does not permit the listed party to make any changes to my education records.

Student’s Signature: Hey Rebel
Date: 3/19/2017

OFFICIAL USE ONLY

Updated 10.10.2017