



**Authorization to Release/Rescind FERPA Protected Academic Information**

The Family Educational Rights and Privacy Act (FERPA) prohibits LSSU from releasing your academic information to anyone other than you. By completing the Authorization portion of this form, you are giving LSSU permission to release your academic information to a designated individual. You may rescind this permission by completing the Rescind Permission section below.

**Student's Legal Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_  
(Please Print) Last First Middle

**Authorization to Release FERPA Protected Academic Information:**

I authorize LSSU to release all academic information (including but not limited to) grades, GPA, attendance, enrollment and registration information, course selection, academic standing, advising, etc. to the designated individual(s) below.

**Designated Individual(s) Information:**

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
(Please Print) Last First

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
(Please Print) Last First

**Authentication:** When the designated individual contacts LSSU, the individual will be required to provide your Student ID number and authentication code. Do not choose an authentication code that can be easily guessed. If you forget, misplace, or want to change your authentication code, please complete a new form.

**Authentication Code:** \_\_\_\_\_ Enter 4 digits. (Do Not use birthdate or last 4 digits of SSN.)

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rescind Permission to Access FERPA Protected Academic Information:**

I rescind permission for access to my academic information. Please remove the Authentication Code.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return completed, signed form to:**

Registrar's Office  
Fletcher Center for Student Services  
Lake Superior State University  
650 W Easterday Avenue  
(906)635-2682 Phone  
(906)635-6202 Fax  
registrar@lssu.edu

Office Use Only: _____SOATEST _____Scan _____Processed
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