



1660 S. Albion St.
Suite 525
Denver, CO 80222

(800) 373-7814 – Phone
(303) 200-7428 – Fax
www.aspen.edu

OFFICE OF THE REGISTRAR
FERPA Authorization to Release Educational Records

Student Information

Please fill out all fields:

Name: _____ Learner ID Number: _____

Address: _____

Phone: (____) _____ Email Address: _____

Although I understand that the Federal Educational Rights and Privacy Act (FERPA) prohibits Aspen University from providing my parents/legal guardians and others with my grade, financial, and disciplinary records, and certain other information from my education records without my consent, I hereby waive my right to such privacy, and authorize Aspen University to release such information to the following person(s):

Name Relationship

Email Address Phone Number

Please create a unique 5-digit alpha-numeric passcode that the above-listed party will use to identify themselves when discussing your record. Aspen University officials will require the above third-party to give this passcode each time that they inquire about your academic record.

Your passcode should be made up of three letters followed by two numbers. (Example: ABC-01)

Passcode: _____-_____

Student Signature
Electronic signature not accepted

Signature Date

Return completed forms to:

Email: registrar@aspen.edu
Fax: 303.200.7428

Mail: Aspen University
Attn: Registrar's Office
1660 S. Albion St.
Suite 525
Denver, CO 80222

Your Life. Your Career. Your Future.



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Privacy of Student Information (FERPA Rules)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Aspen University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Aspen University may disclose appropriately designated "directory information" without written consent, unless you have advised Aspen University to the contrary in accordance with Aspen University procedures. The primary purpose of directory information is to allow Aspen University to include this type of information from your education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Aspen University may disclose, without consent, "directory" information such as a student's name, area of study, dates of attendance, and degrees awarded. More information about Aspen University's FERPA policy may be found at: <http://www.aspen.edu/admissions/university-policies#61>

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