



---

---

## ASUN Operating Procedure – 4007

---

---

---

### Operating Procedure Synopsis

---

**Title:** Permission to Release Student Record Information

**Approval Date/Revision Date(s):** 11/2019

**Review Date(s):** 9/2017, 10/2018, 11/2020, 11/2021

**Executive Cabinet Liaison:** Vice Chancellor for Student Affairs

**Responsible Manager:** Dean of Student Success and Registrar

---

#### A. Purpose and Scope

---

This operating procedure outlines the processes for access to confidential educational records. Individuals involved in fulfilling the requirements of this operating procedure include the Dean for Student Success and Registrar, Assistant Registrar, staff, and faculty.

---

#### B. Definitions

---

**Directory Information:** (per ASU SYSTEM POLICY) student's name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

**Education Records:** (per ASU SYSTEM POLICY) records, files, documents, and other materials which contain information directly related to a student and are maintained by ASU or a person acting for ASU.

**Family Educational Rights & Privacy Acts (FERPA):** a federal law that protects the privacy of student education records.

**Student:** (per ASU SYSTEM POLICY) an individual who attends or has attended classes at ASU. This policy does not apply to the records of applicants for admission who are not accepted, nor does it apply to applicants who are accepted but choose not to attend.

---

#### C. Procedures

---

ASUN will not disclose the contents of a student's educational record without prior written consent unless the ASU System policy allows for the disclosure. Students may allow other individuals access to their educational record by completing the **Permission to Release Student Record Information** form.

In order to send any component of a current or former student's educational record, the Office of Registrar must receive a completed **Transcript and Records Release** form submitted via email or in-person. All transcript requests must be made in writing to the Office of the Registrar. Transcripts are

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

provided free of charge unless ten or more are ordered at one time. Transcripts will not be issued if the student has been placed on a financial or academic hold.

Additionally, students may notify the Office of the Registrar in writing that directory information relating to them may not be released. Restricting the release of public information directly affects publications, programs, and news releases concerning student activities, honors, and awards. The appropriate form, **Request to Prevent Disclosure**, is available in the Office of the Registrar.

---

#### **D. Related Information**

---

##### **Permission to Release Student Record Information**

[https://files.asun.edu/admissions/Permission\\_to\\_Release\\_Student\\_Record\\_Information.pdf](https://files.asun.edu/admissions/Permission_to_Release_Student_Record_Information.pdf)

##### **Transcript and Records Release**

[https://files.asun.edu/admissions/Transcript\\_and\\_Records\\_Request.pdf](https://files.asun.edu/admissions/Transcript_and_Records_Request.pdf)

##### **Request to Prevent Disclosure**

[https://files.asun.edu/admissions/Request\\_to\\_Prevent\\_Disclosure.pdf](https://files.asun.edu/admissions/Request_to_Prevent_Disclosure.pdf)