

Student Consent Release Form: How to Grant an Individual Access to Your Records

The Student Consent Release Form allows you to authorize Eastern University to discuss specific educational information with individuals you designate, such as a parent, spouse, guardian, employer, or other trusted individual.

By completing this form, you control what information Eastern University may share and with whom it may be shared. You may choose to grant access to specific areas of your student record or provide broader access based on your preferences.

Before granting access, please keep the following in mind:

- You must provide the individual's name, relationship to you, and a unique PIN.
- The individual must provide the correct PIN when contacting Eastern University about your records.
- You may choose which information the individual is authorized to access.
- Only the information you specifically authorize may be disclosed.
- You may update or revoke access at any time by returning to the Student Records Release page and modifying your authorization.

Important Reminder

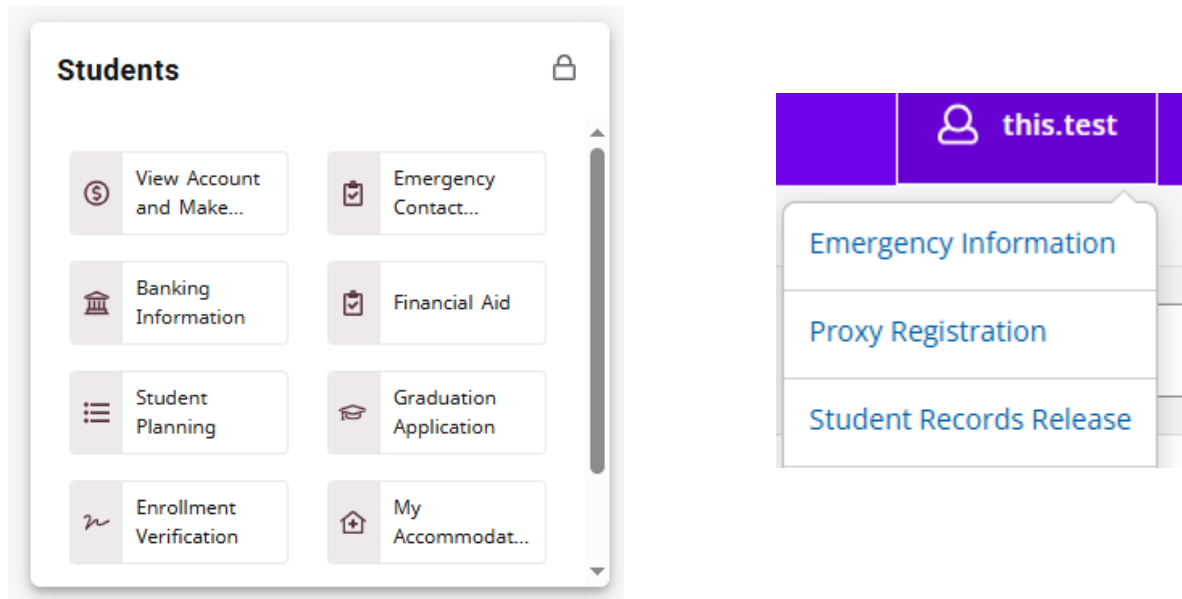
Granting access does not permit another individual to make academic, financial, registration, or enrollment decisions on your behalf.

The Student Consent Release Form only authorizes Eastern University to discuss the information you have selected with the individual you have designated.

You may update or revoke access at any time by returning to the Student Records Release page and modifying your authorization.

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- 1) Access the Student Records Release Page
 - a) Log in to My.Eastern.edu.
 - b) Navigate to the **Students** card.
 - c) Select **Student Planning**.
 - d) From the top menu bar, click your name.
 - e) Select **Student Records Release** from the drop-down menu.



- 2) Review the Student Records Release Information
 - a) Before adding an individual, review the information provided in the blue notification box at the top of the page. This section explains how your information may be shared and outlines your rights and responsibilities regarding the release of your educational records.



The privacy of student records is protected by law. The University is prohibited from providing certain information from your student records to a third party, such as grades, billing, tuition and fees assessments, financial aid, and other student record information.

The University must have submitted permission from you prior to releasing information from your educational record. If you wish to grant access to a third party, please indicate the name(s) and relationship(s) of the individual below. You must also assign each individual a PIN number, which will be used to verify the identity for each individual.

By granting access, you are giving the University permission to release information mentioned by you. The consent submitted must specify what information to be released. Access will be granted until you revoke the access or you are no longer a student at Eastern.

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3) Add an Authorized Individual

- Click **Add Person/Relationship**.
- Enter the individual's information in the required fields.
- Select the individual's relationship to you from the drop-down menu.
- Create a 4-digit PIN.

Add Person/Relationship

First Name *

Last Name *

Relationship *

PIN *

Important

The PIN serves as an additional security measure to verify the identity of the individual you are authorizing.

You are responsible for providing the PIN to the individual you have authorized. If the individual is unable to provide the correct PIN when contacting Eastern University, information will not be released.

4) Select the Information You Would Like to Share

- You may:
 - Grant complete access, or
 - Select specific categories of information to share.

Please note:

Hover over the Information Icon (i) next to each access type to view additional details about the information that the student has authorized Eastern University to disclose.

Access *

☐ Allow Complete Access

☒ Allow Select Access

☒ All Academic (i)

☒ Types of Fin Aid (i)

☒ All Student Accounts Info (i)

☒ Student Dev. Conduct (i)

☒ All Financial Aid (i)

☒ Fin. Aid Acad. Progress (i)

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5) Submit

- a) Before submitting your request, you must select the **Disclosure Agreement** checkbox to acknowledge and authorize Eastern University to release the information you have selected to the designated individual.
- b) Once the Disclosure Agreement has been selected, click **Submit** to save your authorization.

Disclosure Agreement

☒ I authorize the institution to disclose my information to this party

Cancel

Submit

Managing Existing Access

You may update, revoke, or remove access for an authorized individual at any time.

1. Edit Access

Click the pencil icon to update the individual's information or modify the information they are authorized to access.



2. Deny Access to All

Select Deny Access to All if you would like to revoke all access for an individual while keeping their record on file. Once saved, the individual will no longer be authorized to receive any information about your records.

☐ Deny access to All

3. Remove an Individual

Click the minus (-) icon to permanently remove the individual from your list of authorized relationships. This will revoke all access and remove the individual from your Student Records Release page.

