



Office of the Registrar

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|-----------------------------|-------|---|-------------|
| For Office Use Only: | | | |
| Student System Updated: | Y | N | Circle One. |
| Initials of Processor: | _____ | | |
| Processed Date: | _____ | | |

Instructions for completing the

THIRD PARTY RELEASE OF INFORMATION

If you are involved in certain UTD groups or clubs (e.g. Chess Club) you may want or need your club supervisor to have access to certain student information (class standing or current academic status). Similarly, if you are employed and your company requires access to your student information as part of their education program; you should complete a Third Party Release of Information form.

The Third Party Release Form is valid for a **one time single release of information.**

A new Third Party Release of Information form must be completed for each instance that the student authorizes a Third Party access to their academic file. The third party must bring the form to the Office of the Registrar, not the student.

This form is not a substitute for the Parent Certification of Dependency form.

With few exceptions you are entitled, on your request, to be informed about the information UT Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT Dallas correct information about you that is held by us and that is incorrect. Be assured your UTD records are protected from unauthorized disclosure by federal law.

Your UT Dallas identification number is requested as it is a unique identification number maintained to assure the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Your disclosure of your UTD identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).



Office of the Registrar

THIRD PARTY RELEASE OF INFORMATION

Last Name

First Name

Middle Initial

UTD ID

The Family Education Rights and Privacy Act of 1974 provides privacy protection of a student's academic record and limits the release of such records without the student's consent. The Act further provides that the University may disclose such records to a third party with the student's written consent.

DECLARATION:

The student whose signature appears below has authorized release to the following Third Party for the specified record:

Name of third party individual or company/organization: _____

Address: _____

Email: _____

Records authorized for release: _____

STUDENT'S DECLARATION:

I acknowledge I am aware of this request to release my records to the Third Party specified above. **I UNDERSTAND THIS AUTHORIZATION IS VALID ONE TIME FOR A SINGLE RELEASE OF INFORMATION.**

I further release The University of Texas at Dallas, its Trustees, Officers, Employees, Agents or Assigns, from any and all liability for release of the above named records/information.

Student's Signature

Date

For Office Use Only:

Date of release: _____

Additional Comments: _____

Department

Releaser Initials