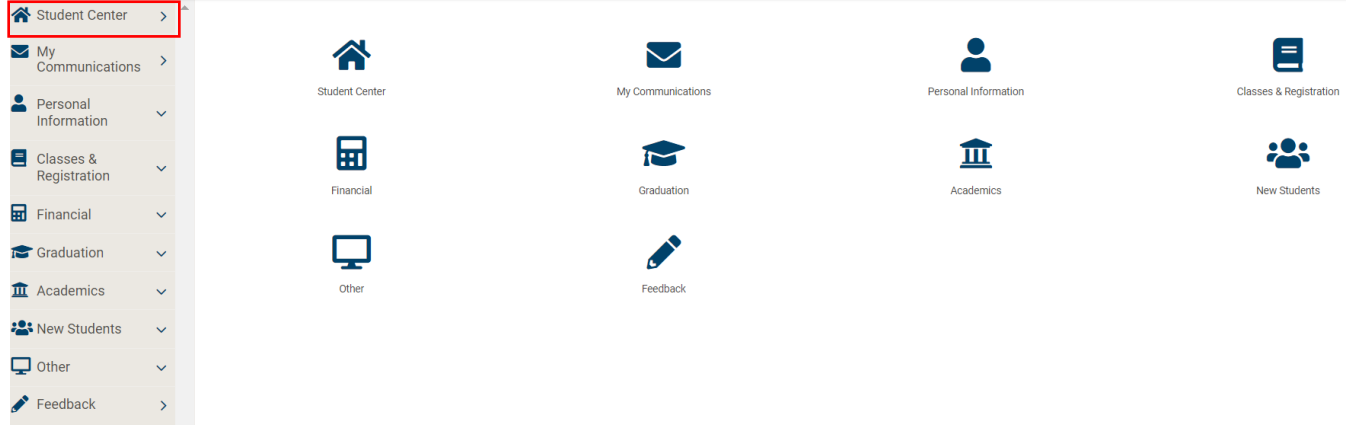# How to Complete a FERPA Authorization to Release via BroncoDirect

Apply through Student Center
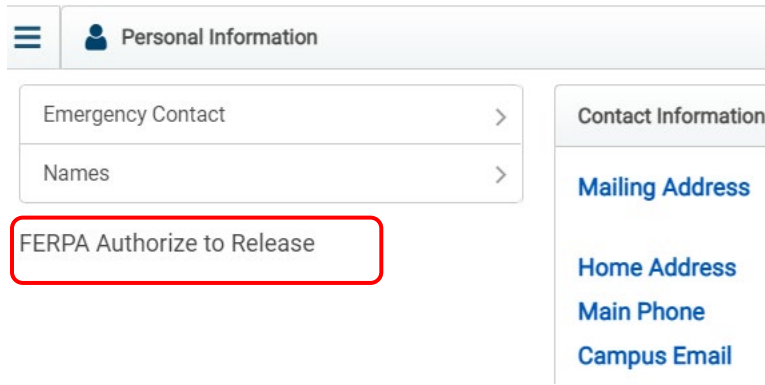
Log into BroncoDirect Student Center
Navigation: Main Menu > BroncoDirect > Student Self Services

- **Click on Student Center**

Scroll down the page to **Personal Information**, click on FERPA Authorize to Release

You'll see **Create an Authorization to Release** page, read through the information on this page.

Create an Authorization to Release

Your student records which are maintained by California State Polytechnic University, Pomona are protected under the Family Educational Rights and Privacy Act (FERPA). FERPA gives you the right to provide consent to disclosures of your education records to third parties, such as your parents, guardian, sponsor, etc.

Upon completing the form below, you are authorizing the designated university officials to share your records with your third-party designee(s). Granting access to one office does not grant access to the other offices. You may select all or certain documents to be released to the third parties. Maximum expiration date is 5 calendar years, if you need to extend the release time period, please update the expiration date.

"Records to be Released" are intended as verbal information and not documentation provided by the offices/areas listed.

Academic Records: may release academic record information, such as grades, application information, advising notes, class schedules, transcripts, or all documents.

Financial and Billing Records: may release billing and account information, refunds, Tax Form - 1098T, or all documents.

Financial Aid Records: may release all documents.

International Student/Scholars Records: may release I-20/DS-2019, immigration records, or all documents.

Student Conduct Records: may release all documents.

University Housing Records: may release fee information, housing conduct information, room assignment information, or all documents.

All Department Student Records: may release all student record documents from all areas above.

Adding or modifying a third-party designee:

- Enter the third-party designee's first and last name
- Create a 4 digit access code for the third-party designee and share it only with that person
- You can modify a third-party designee's access by marking or unmarking the checkboxes below
- To add a third-party designee, click the '+' button
- Click the 'Save' button to save your entries and/or changes

Before your student information may be released, your third-party designee will be required to: identify themselves, provide your student name and ID, and their access code to confirm they are your authorized designee. Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

- Scroll down to the **Authorization to Release Your Records(s) to your Designee**

Under **Authorization to Release Your Records(s) to Your Designee:**

- Enter the Designee's **First Name, Last Name, Access Code, Expiration Date**
  - You may remove the designee at any time or update the information.
  - Create an **Access Code**-should be a four-digit access code that you must provide to your designee. University officials will ask for this access code when the designee contacts the university. Access code may be the same or different for each designee.
  - Enter **Expiration Date:** enter the date you want this to be expired, maximum is 5 years. If you enter a date beyond 5 years, upon saving the data, an error message will pop up and will not allow you to save.

Authorization to Release your Record(s) to your Designee		+	x
Student ID			
Authorized Records to be Released to			
*First Name	Connie		
*Last Name	Highheels		
*Access Code	8585		
Expiration Date	09/15/2023		

- Select the **Department** of the Records to be Released from the drop-down menu.
  - You may add multiple departments to disclose the student records by clicking on the plus **+** (Add) sign. If you made an error or need to remove the department, click on the **X** (Delete) sign.
    - **Records to be Release:** select from the drop-down menu. You can select all documents to disclose all records from this department.
    - **Purpose of Release:** enter the reason for the release.

	DEPARTMENT		RECORDS TO RELEASE		PURPOSE OF RELEASE			ADD	DELETE
1	Academic Records	Q	All Documents	Q	Parent files	▲	i	+ Add	✖ Delete
2	Financial and Billing R	Q	All Documents	Q	Tax season		i	+ Add	✖ Delete

- Click **Save**

Save

Cancel

If you want to add multiple designees, click on the plus **+** sign on the top right corner.

- To remove a Designee or if you made an error, click on the X sign on the upper right.

Authorization to Release your Record(s) to your Designee		+	✕

Student ID

Authorized Records to be Released to

*First Name	Connie
*Last Name	Highheels
*Access Code	8585
Expiration Date	09/15/2023 📅

Note:
You may log into your BroncoDirect Student Center to update your designee information (to remove or add), to change your access code or extend your expiration date at any time.