

**EDUCATION RECORD INFORMATION RELEASE**

**JUNEAU CAMPUS  
REGISTRAR'S OFFICE**  
11120 GLACIER HWY.  
JUNEAU, AK 99801  
TEL: (907) 796-6100  
FAX: (907) 796-6365

**KETCHIKAN CAMPUS  
STUDENT SERVICES**  
2600 7TH AVE.  
KETCHIKAN, AK 99901  
TEL: (907) 225-6177  
FAX: (907) 225-3624

**SITKA CAMPUS  
STUDENT SERVICES**  
1332 SEWARD AVE.  
SITKA, AK 99835  
TEL: (907) 747-6653  
FAX: (800) 478-3552

**One form must be completed for each recipient**

**Requested by (Student):**

**Release to:**

last name first name middle initial

last name first name middle initial

student ID#

relationship

date

address

*I give permission to the University of Alaska Southeast to release the **selected** items below to the recipient listed.*

city state zip

**X**

student signature

- STUDENT ACCOUNTS/CASHIER'S OFFICE**  
Includes records related to a student's payment or billing summary.
- ADMISSIONS**  
Includes records related to a student's admission status at UAS.
- ACADEMIC RECORDS**  
Includes records related to a student's academic history.
- REGISTRATION**  
Includes records related to current and past enrollment at UAS.
- FINANCIAL AID**  
Includes records related to student financial aid application and awards at UAS.
- STUDENT AFFAIRS RECORDS**  
Includes records related to student housing and residence life files, student judicial files and conduct issues, organizational membership and participation, and behavioral health issues (to exclude counseling and health center files).

**PHOTO ID:**

Please show government issued ID or include photocopy (if mailed).

**This authorization is valid only for one academic year ending on August 15, 20\_\_ or until a written request to rescind is received by UAS enrollment services (whichever occurs first)**

**Reason or purpose of this release is:** \_\_\_\_\_

**Office Use Only**

ID type:

Verified by:

Date: