

# RELEASE OF STUDENT RECORDS

Under the provisions of the Family Education Rights and Privacy Act ([FERPA](#)), I authorize Student Records to release and/or discuss the following records and information about me from my educational file.

**Important Note -**

- Student must submit a 4-digit pin. The pin must be provided to staff if the information is requested over the phone.
- If requesting grades, only final semester grades are provided. Individual course assignment grades cannot be requested.

**PIN** \_\_\_\_\_ (4-digit)

☐ Grades

☐ Schedules

☐ Credit Hours

☐ Holds

☐ Graduation  
Status

☐ Other \_\_\_\_\_

**Name of person who has permission to receive the information:**

Full Name: \_\_\_\_\_ Email: \_\_\_\_\_

Relation/Affiliation to student: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose for releasing student record:

\_\_\_\_\_  
\_\_\_\_\_

I agree to the release until the following date: \_\_\_\_\_

Name: (printed) \_\_\_\_\_ B number: \_\_\_\_\_

Signature: (*must sign in person and show ID*) \_\_\_\_\_

**\*\* When submitting this document electronically, you must have your signature notarized. \*\***

**Notary Certificate of Acknowledgement**

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_ (date), before me, \_\_\_\_\_ (notary name),  
personally appeared, \_\_\_\_\_ (printed name of signer), and proved to me on the  
basis of satisfactory evidence of identification \_\_\_\_\_ (type of unexpired  
government-issued ID attached) to be the above-named person who signed the foregoing instrument.

Official seal

Notary Signature: \_\_\_\_\_  
(seal)

My commission expires on: \_\_\_\_\_ (date)

**Return this notarized\* form via [my.binghamton.edu](#) portal at the Financial Aid and Student Records Document Submission link.**

Please allow 3-5 business days for processing before requesting information.