

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.