



Consent for Access to Educational Records
Arizona State University

Name of Student: Last First Middle Initial

ASU ID Number:

Consent for Access to Educational Records

This form allows students to grant access to their educational records to another person per the Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment). University policy restricts the release of certain personally identifiable, sensitive information in student records (e.g., registration, grades, GPA) via phone or e-mail, due to the difficulty of authenticating the recipient's identity. Access to educational records does not give permission to make changes to the student's record, to process transactions on the student's behalf, or to update passwords or account settings.

Records to be disclosed: PLEASE SEE ENCLOSED SUBPOENA OR REQUEST FOR INFORMATION

Purpose of the disclosure: LEGAL DISCOVERY

Name of individual to whom access to records is granted or revoked: RECORDS DEPOSITION SERVICE, INC.

Individual's address: PO BOX 5054, SOUTHFIELD, MI 48086-5054 P: 248.357.3330 REQUESTS@RECDEP.COM

Check One:

- Grant Access for Limited Use: This authorization expires on:
Grant Access for Long-Term Use: This authorization will remain in effect until withdrawn in writing by the student.
Revoke Access: This will revoke access previously granted to the person named above.

Submit this completed form to the ASU Official who provided it to you.

Student Signature Date

1 Educational records include any record(s) directly related to a student and maintained by Arizona State University or by a party acting for the university. This includes any information or data recorded in any medium, including, but not limited to: handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples of educational records include: grades and GPA, registration activity, academic progress, academic standing, enrollment status, financial aid awards and disbursements, financial aid eligibility, scholarships, loan disbursements, billing and payment history, communication history, account balances, collection activity, billing statements and past due amounts.