



LOYOLA

UNIVERSITY MARYLAND

Records Office

4501 N. Charles Street

Baltimore, MD 21210-2699

Authorization to Disclose Non-Directory Information

– IMPORTANT –

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the University does not disclose to parent/guardian(s) information from the education records of a student unless the University has on file written consent from the student. Please sign below and return to the Records Office if you consent for the University to release your education records to your parent/guardian(s). **Unless you specify otherwise, this consent remains in effect during your entire enrollment at Loyola University Maryland.**

Access to Grades: This authorization form excludes access to grades. Under FERPA, grades are considered personally identifiable and confidential information and require the consent of the student for viewing. Within Self-Service, the student consents to the authorized disclosure of confidential information when the proxy is granted or assigned access to individual services.

Effective Fall 2019, Midterm and Final grades are available through Self-Service. Students and their designees access grades online exclusively using Self-Service (proxy access). Students should refer to the Parent Access website (<https://www.loyola.edu/departments/financial-services/parent-portal>) for instructions on granting or revoking proxy access.

Student's Name (printed)	ID #
Name of Parent/Guardian to whom your academic records may be released:	
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Student's Signature	Date
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