



# Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is a special update from the Office of the Registrar. If you have any questions, please contact the person or unit associated with the update.

## Contents:

FERPA Consent to Release Now Available

Registrar's E-memo: ACTION NEEDED: Re-Establish Your FERPA Consent to Release

---

## FERPA Consent to Release Now Available ([Office of the Registrar](#))

As of this morning, FERPA Consent to Release is now available online!

### What's New

FERPA Consent to Release allows a parent or authorized third party to contact the university on behalf of the student about educational or financial records. Students establish consent via MyCUInfo and create a unique password for each individual or organization. This new process replaces the Student Consent for Release of Non-Directory Information Form, which was available through the Office of the Registrar.

### Where to Learn More

We've compiled several resources for students, guests, and faculty and staff:

- **FERPA Consent to Release** ([students](#) / [staff](#))
  - Frequently Asked Questions ([students](#) / [staff](#))
  - Verifying a FERPA Consent to Release: Instructions for Faculty & Staff ([pdf](#))
- **CU Guest Access** ([students](#) / [staff](#))
  - Frequently Asked Questions ([students](#) / [staff](#))

**NOTE:** CU Guest Access will go live in late April, but we've published information on our website now so students and staff begin to recognize the distinctions between these two resources.

### How This Impacts You

University staff with appropriate security access can verify FERPA consent on file via Campus Solutions, where they can confirm the name of the authorized third party and the password before providing FERPA-related information. Download [Verifying a FERPA Consent to Release](#) for detailed instructions on the new verification method.

### What's Coming Next

The existing R02 service indicator will be removed at the end of May from the records of enrolled students who previously completed a paper consent to release form. The Office of the Registrar will reach out to this population to describe the new online process and request that they complete the new FERPA consent before the end of May to ensure a seamless transition and retain this level of third-party access (see Registrar's E-memo below).

If enrolled students do not implement the new online FERPA Consent to Release, their existing authorized third parties will no longer be able to request information or discuss the student's education record with a university representative.


The service indicator will remain in effect for former students who completed a paper FERPA consent to release form.

### **What to Do Now**

Please discard any hard copies of the discontinued paper form, and update all website links to either [Privacy Settings](#) or [FERPA Consent to Release](#) (whichever is most appropriate).

### **Registrar's E-memo ([Crystal Eilerman](#))**

The following e-memo will go out on Monday, April 25, to all currently enrolled students with a Student Consent for Release of Non-Directory Information Form on file (i.e., an R02 service indicator). Follow-up emails will be sent to students who don't submit an online authorization.

 **Office of the Registrar**  
UNIVERSITY OF COLORADO BOULDER

Dear [first],

The Office of the Registrar is pleased to introduce a new, online process for you to authorize parents or others to access or discuss your student education records with the university. This new self-service feature:

- Allows you to submit and manage this consent through MyCUInfo.
- Offers restructured categories of FERPA-protected information that you can consent to be released to an authorized third party.

**To facilitate this new process, the Consent for Release of Non-Directory Information Form(s) that you previously filed with the university will expire on Friday, May 27, at 11:59 p.m.**

To allow your authorized third parties to maintain their access to your education records, you must submit online authorization on or before **May 27**:

Log in to [MyCUInfo](#).  
Expand the **Profile and Settings** menu on the right side of the page.  
Under **Helpful Links**, click **Privacy Settings**.  
Click the **FERPA Consent to Release** tab.  
Enter your authorized third party's full name, organization (if applicable) and password.  
Click **Save**.

For step-by-step instructions, visit [FERPA Consent to Release](#) on the Office of the Registrar website.

If you don't submit your online FERPA authorization by **11:59 p.m. on May 27**, you will no longer have a FERPA consent form on file, and CU-Boulder will be unable to release any FERPA-protected student record information to any external party.

Please visit or contact the Office of the Registrar with any questions.

Regards,

Office of the Registrar  
20 UCB Boulder, CO 80309

[Map: Regent Administrative Center Room 101](#)

Follow us [@CUBoulder](#)

Office of the Registrar | University of Colorado Boulder  
303-492-6970 | [registrar@colorado.edu](mailto:registrar@colorado.edu) | [colorado.edu/registrar](http://colorado.edu/registrar)

---

[Subscribe](#) or [unsubscribe](#) from regbrownbag. Browse past issues in the [Registrar Network Archive](#).