

**The Family Educational Rights and Privacy Act (FERPA)** protects the confidentiality of student education records. American University may only release these records to third parties with prior written consent or as otherwise permitted by law. Please see below for an overview of how to grant access to your various records to others

### Student Authorization to Release Education Record Information

For records related to: *Academic, Financial*

Parent Access online? No

Purpose: Discussion, consultation, record release

Current students: <https://myau.american.edu/my.policy> (password required)

Former students: [https://www.edu.american.edu/provost/registrar/pdf/upload/Student-s-Authorization-for-Release-of-Offical-Records-and-Information-to-Specific-Parties\\_Aug2014.pdf](https://www.edu.american.edu/provost/registrar/pdf/upload/Student-s-Authorization-for-Release-of-Offical-Records-and-Information-to-Specific-Parties_Aug2014.pdf)

The form is titled "Student Authorization to Release Education Record Information" and features the American University logo. It is divided into several sections: "Instructions" (a paragraph about FERPA), "Student Information" (fields for Student ID, First Name, Last Name, Phone Number, Email Address, and Date of Birth), a consent statement ("Intending to waive my right to confidentiality..."), and "Recipient 1 Information" (fields for Name, Phone Number, Email, and Full Mailing Address). The form is presented as a scanned document with a light background and dark text.

**AMERICAN UNIVERSITY**  
WASHINGTON, DC

### Student Authorization to Release Education Record Information

**Instructions**

I understand that the Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of my student education records ("Education Records") and that American University may only release these records to third parties with my prior written consent or as otherwise permitted by law.

**Student Information**

Student ID \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

Intending to waive my right to confidentiality, I consent and direct American University to release information from my Education Records to the following recipient (organization/person):

**Recipient 1 Information**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Full Mailing Address \_\_\_\_\_

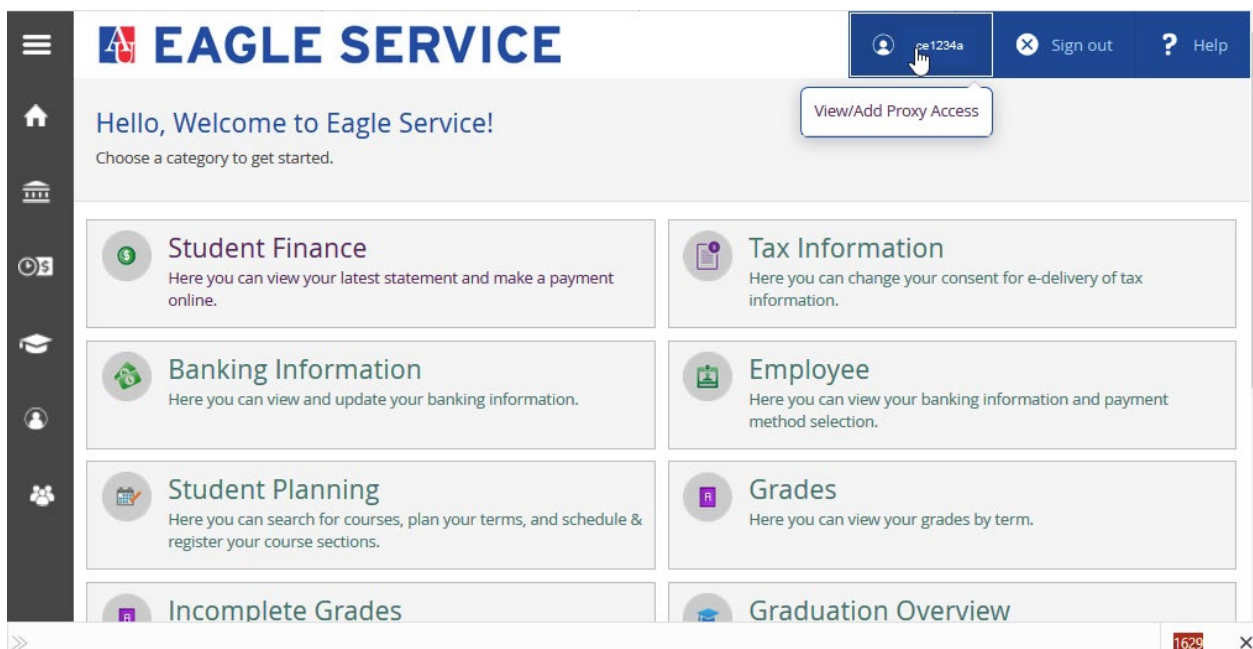
## Parent (Person Proxy) Access

For Records related to: *Student accounts activity and bill payment*

Parent Access online? Yes

Purpose: Online access to view account activity and/or make payments towards the student's account; receive email notifications when payment is due

Current students: <https://myau.american.edu/my.policy>



The screenshot shows the Eagle Service portal interface. At the top, there is a navigation bar with the Eagle Service logo, a user profile icon labeled 'pe1234a', and links for 'Sign out' and 'Help'. Below the navigation bar, a welcome message reads 'Hello, Welcome to Eagle Service!' with a subtext 'Choose a category to get started.' and a 'View/Add Proxy Access' button. The main content area is divided into several categories, each with an icon and a brief description: 'Student Finance' (view latest statement and make a payment online), 'Tax Information' (change consent for e-delivery of tax information), 'Banking Information' (view and update banking information), 'Employee' (view banking information and payment method selection), 'Student Planning' (search for courses, plan terms, and schedule/register course sections), 'Grades' (view grades by term), 'Incomplete Grades', and 'Graduation Overview'. A sidebar on the left contains icons for home, university, currency, graduation, user, and groups. The bottom right corner shows a browser window title '1629' and a close button.

## Frequently Asked Questions

*How do I access my child's grades?*

A student's grades are only available to the student via their portal. Online access is not available to parents or others to view the grades. Students may, however, complete a Student Authorization to Release Record Authorization form and specify that academic records may be discussed with whomever they designate on the form

*Can I have access to my student's health center records?*

All medical records are treated as confidential information under applicable federal and state laws as well as university policies. Students 18 years of age and older need to complete a release of medical

records form in order to let Student Health Center staff speak with parents and/or guardians about their medical treatment at the SHC.