

FERPA Voicemail Release Form

Student Name _____ **IRN** _____

I authorize University of Phoenix to release the information that is indicated below in the form of a voicemail on any phone number(s) listed on my student record, which I am able to verify at anytime on my student account at ecampus.phoenix.edu. In order for my educational record information to be released in a voicemail, I must complete this FERPA release form and submit it to the University for processing.

I understand that it is my responsibility to immediately inform University of Phoenix when I no longer consent to my information being left on a voicemail and/or when the phone number(s) on my student account is no longer in service or associated to me to avoid my educational record information from being disclosed to an unintended third party. It is my responsibility to ensure the phone number(s) on my student account is always current. This consent is effective from the date University of Phoenix receives and processes this release form.

Note: Students may view and update their demographic information, including their phone numbers, on their student website at ecampus.phoenix.edu.

By Phone (By checking this box I am authorizing University of Phoenix to leave detailed voicemails on the phone numbers(s) on my student record account.)

I authorize University of Phoenix to leave a detailed voicemail on the number(s) listed on my student account for the following matter(s) regarding my educational information:

- Course Start/End Date(s) and Course Name(s)
- Information on course schedule date(s)
- Status changes (Academic, Enrollment)
- Leave of Absence Information and Updates
- Message to refer to e-mail(s) sent or to return a call
- Update(s) on Progression Requirements (Education or Doctoral Students)

University of Phoenix will not leave a detailed voicemail on any phone number(s) on your student account related to any educational record information that is not listed above such as (but not limited to):

- Academic Probation & Academic Disqualification
- Financial Probation & Financial Disqualification
- Student Code of Conduct or Suspension Matters
- Official Withdrawal Request Process
- Promotional Eligibility Opportunities

I opt-out of this FERPA Voicemail Release. I do not or no longer want voicemails to be left at the number(s) on my student record.

The information released may include, but is not limited to, my Directory, Non-Directory, and relevant financial records (including Federal aid). I am waiving my rights of nondisclosure to the phone number(s) listed above in the form of a voicemail. University of Phoenix is not responsible for errors caused by my instructions, including information seen by unintended people. This form will be effective until I submit a completed FERPA Voicemail Rescind Form canceling the release of my information to the phone number(s) on my student record account.

University of Phoenix adheres to the Family Educational Rights & Privacy Act (FERPA). This act governs student and institutional rights and responsibilities for student privacy. It covers what information about your education records cannot be released to others without your written or authorized electronic consent. Certain legal exceptions apply, as noted in the FERPA policy available on your student website: http://www.phoenix.edu/about_us/regulatory/consumer_information.html

Sign here

Date

**Save the completed form on your hard drive, print it out, sign, and fax to 480-643-1600 OR mail to: University of Phoenix-Registrar's Office
ATTN: Records Department | Mail Stop CF-A206 | 4025 S. Riverpoint Parkway | Phoenix, Arizona 85040**

Please retain completed form for your records.