



CALIFORNIA NORTHSTATE UNIVERSITY

Permission to Access Student Record

Office of the Registrar
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916-686-7400 | (F) 916-686-8678
CNRegistrar@cnsu.edu

FERPA allows educational agency or institution to disclose information from an Education Record of a student without consent if a CNU School Official has a legitimate educational interest. A CNU School Official generally has a legitimate educational interest in these categories:

- The information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement.
- The information is to be used within the context of official agency or school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school.
- The information is relevant to the accomplishment of some task or to a determination about the student.
- The information is to be used consistently with the purposes for which the data are maintained.

Storage of collected student information either electronic or paper, must be in a secure location, not shared with a third party and must be destroyed at the conclusion of the project.

I affirm that I understand the above policy.

Signature: _____ Date: _____

Requester Information

Name: _____ Department/Title: _____

Please provide detail of information you are requesting.

Do you have the consent of the student: Yes No

Please provide detail about why are you requesting this information.

Office of Medical Education: _____ Date: _____

Office of Academic Affairs: _____ Date: _____

Office of the Registrar Use Only

Approved

Denied

Registrar : _____ Date: _____