AUTHORIZATION AND RELEASE

Notice Concerning Your Information The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that The University of Texas at Austin collects about you. It also gives you the right to request a copy of that information and to have the University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University’s Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin, Texas, 78713 (email: cfo@www.utexas.edu).

INSTRUCTIONS


STEP 2. Sign the form. Your request CANNOT be processed without a signature.

STEP 3. Submit your form by one of the following methods:

- Fax: (512) 471-5393 – ATTN: Records
  Call: (512) 471-4271 to confirm your fax has been received.

- Email: asklibby@austin.utexas.edu
  A confirmation email will be sent when your form has been received.

STATEMENT

I, ________________________________, hereby authorize and request the College of Liberal Arts at the University of Texas at Austin, or any of its representatives, to release any information, documents, and/or records related to academic matters to me, as well as the individual listed below.

________________________________________________
FULL NAME

This release expires at the end of the current semester ☐ Fall ☐ Spring ☐ Summer __________, unless an earlier date is specified by student, ☐ Other ________________.

________________________________________________
DATE OF EXPIRATION

________________________________________________
SIGNATURE

________________________________________________
DATE