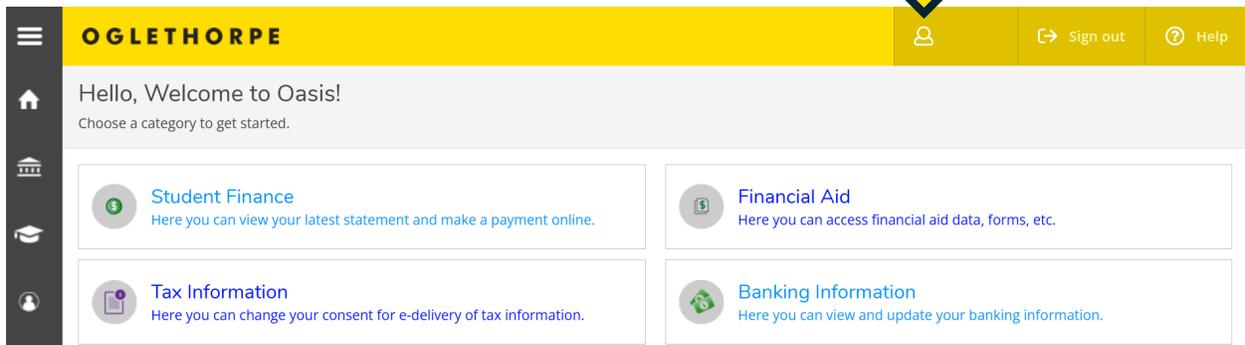


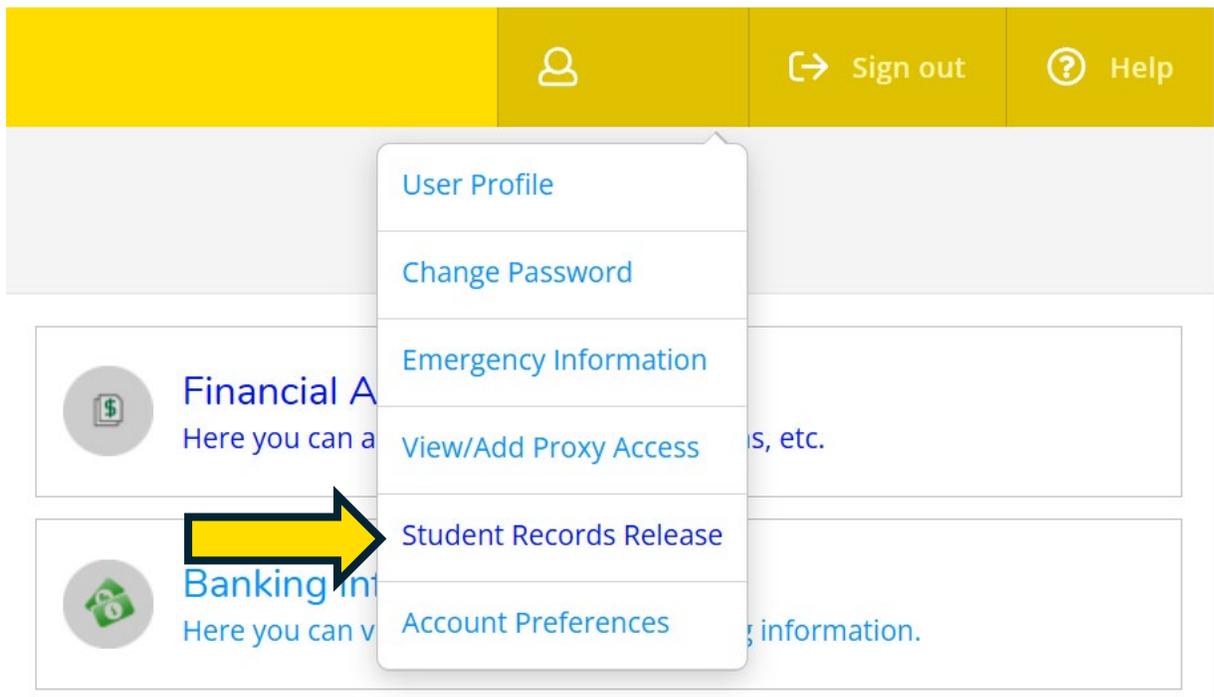
Student Records Release Instructions

1.) Log Into [Oasis](#)

2.) Click on the icon next to your username at the top right of the page.



3.) Select Student Records Release



4.) Assign Access – Click on the Add Person/Relationship button.

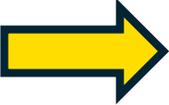
Student Records Release Information

 The privacy of student records is protected by law. The University is prohibited from providing certain information from your student records to a third party, such as grades, billing, tuition and fees assessments, financial aid, and other student record information. The University must have submitted permission from you prior to releasing information from your educational record. If you wish to grant access to a third party, please indicate the name(s) and relationships(s) of the individual below. By granting access, you are giving the University to release information mentioned by you. The consent submitted must specify what information to be released. Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information.

Deny access to All

Active Relationship

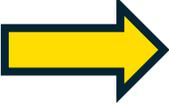
 No Active Relationship Available

5.) Enter the person’s information, select the type of access you want to grant, accept the disclosure agreement, and submit. You can change or update this information at any time. The person must provide the PIN when contacting an Oglethorpe University representative.







Please Select

Enter a 4 digit PIN

M/d/yyyy 

M/d/yyyy 

Access *

Allow Complete Access

Allow Select Access

Grades

Financial Aid

Student Account

Disclosure Agreement

I authorize the institution to disclose my information to this party



Deny Access to All – You can select this option if you do not want any information released. Please note that this does not include releasing information to entities such as the National Student Clearinghouse, the Department of Education, or loan lenders.

Student Records Release Information



The privacy of student records is protected by law. The University is prohibited from providing certain information from your student records to a third party, such as grades, billing, tuition and fees assessments, financial aid, and other student record information. The University must have submitted permission from you prior to releasing information from your educational record. If you wish to grant access to a third party, please indicate the name(s) and relationships(s) of the individual below. By granting access, you are giving the University to release information mentioned by you. The consent submitted must specify what information to be released. Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information.

Deny access to All

Active Relationship



No Active Relationship Available

Add Person/Relationship

