Release of Non-Directory Information Explanation

Why do I need to fill out this form?

In the United States, privacy is important. There are many laws that protect people who live in the United States against others sharing information that is considered private. Faculty and staff are not allowed to share information related to your student status at Portland State University with your sponsor or your family. In order for us to share this information, you need to complete this form.

How do I complete this form?

Section 1, please fill out your name, PSU ID number and local address.

Section 2, check the box after you read and understand the sentence.

Section 4, choose your sponsor. If you do not see your sponsor, choose other and list your sponsor.

Section 6, sign and date the form.

Last step, show your identification to a PSU staff member when submitting this form. We can only accept the form from you. Your friend or family member cannot submit the form on your behalf.

What information will be released?

By signing this form, you are allowing PSU to release information related to your student status. This includes enrollment records, billing information, financial aid information, grades, attendance, progress towards degrees, and conduct issues.

What if I don’t sign the form?

It is required by US law that PSU receives a written request from you to release information about your student status. If you do not sign this form, we will not be able to provide your sponsor with the information they need to maintain your sponsorship.

If I still have questions about this form, who should I see?

Feel free to stop by East Hall 101, Monday – Thursday between 1 – 4pm and request to your Sponsored Student Program Administrator, Krista Kennedy.

What if I don’t have sponsorship yet, but will get it soon?

This form is only required for students with a valid financial guarantee. Once we receive your financial guarantee, then you will need to complete this form. If you will receive your scholarship soon, then it is recommended that you complete the form now. This will allow us to help you send documents needed to secure your scholarship.

What if I want my family member to have access to this information?

This form is only for used to release information to a sponsor. If you would like to release information to a family member, please visit Records and Registration in Neuberger Hall to fill out a separate RNDI form.