

# PROCEDURE DOCUMENT

Subject: **Responding to Authorizations to Disclose Student Records**

Section  
**Student Affairs**

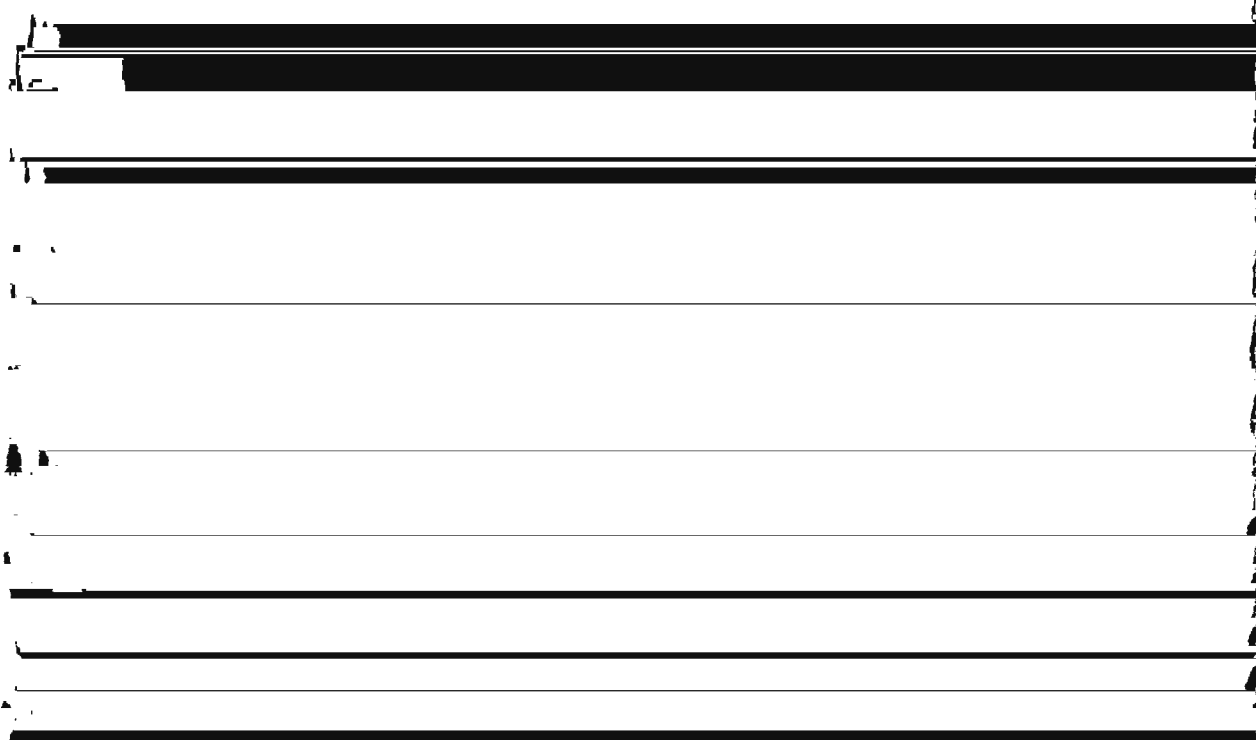
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**12/19/19**

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## I. PROCEDURE(S)

- A. Students frequently authorize disclosure of their student records to prospective employers or educational institutions. Often, the request and the authorization include not just the transcript, but also disciplinary records. To ensure full disclosure in accordance with the student's authorization, University administrators



must consult the appropriate offices to obtain information that responds to the request.

UNIVERSITY OF NORTH GEORGIA

[Redacted]

Responsible Party Vice President for Student Affairs

Date

*[Handwritten Signature]*

12/13/19

[Redacted]