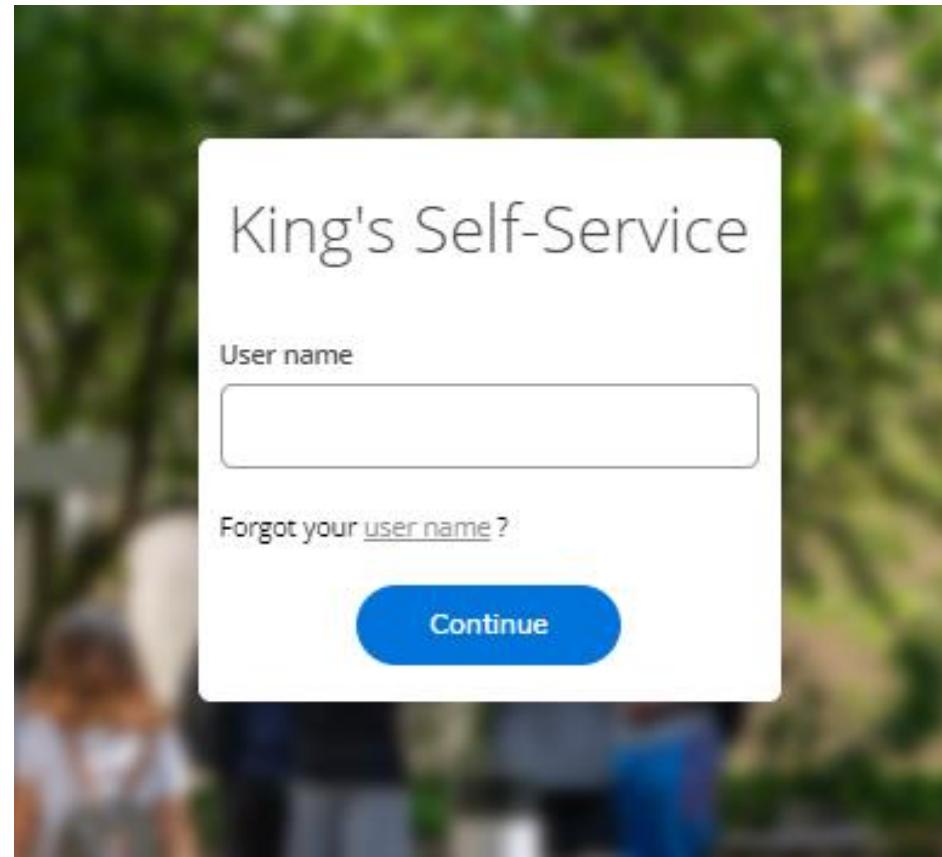


Self Service Student Records Release

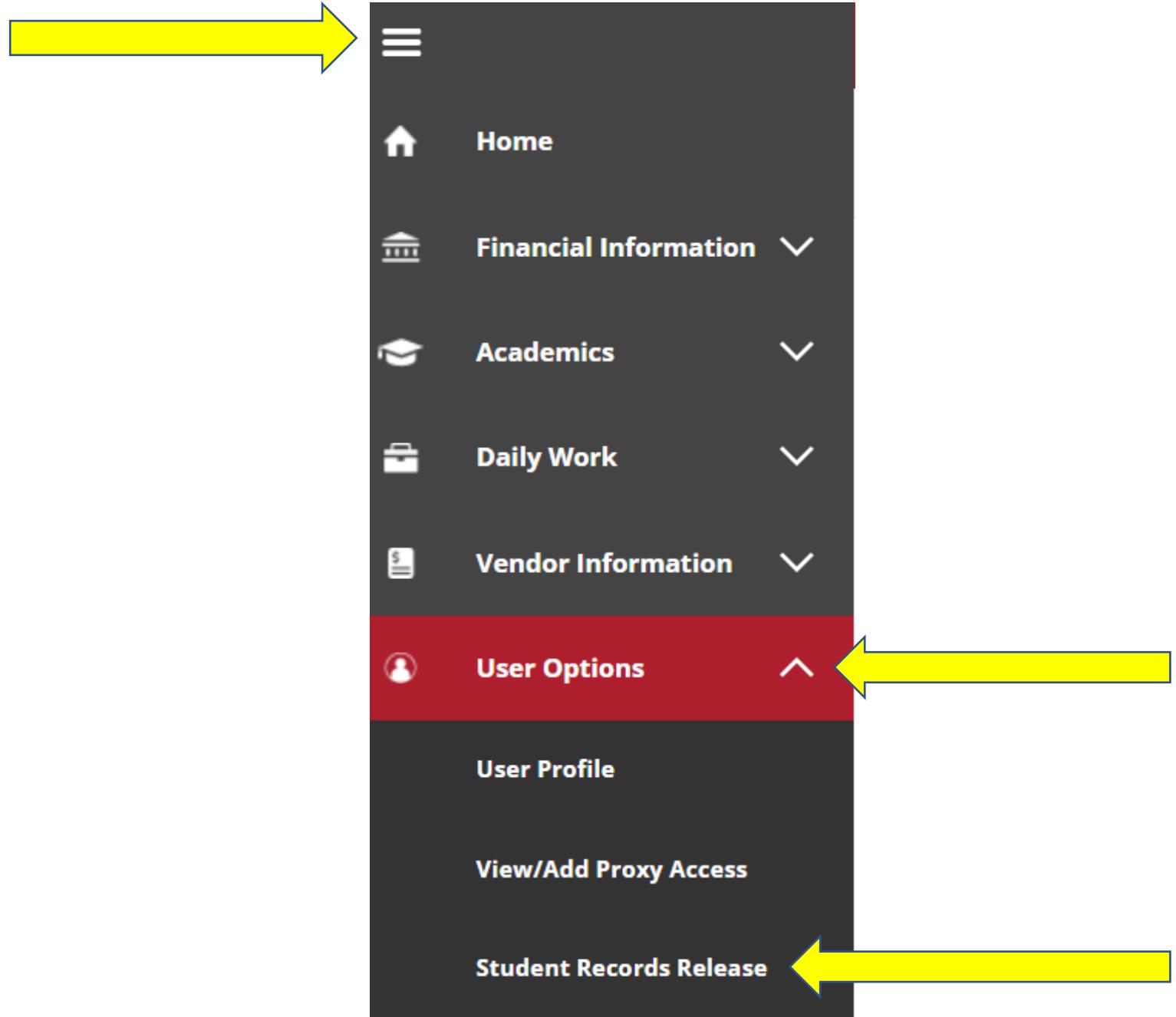
Updated February 2026

Step 1:

Login to Self Service



Step 2: Select Student Records Release



Step 3:

A.) Deny Access

Or

B.) Provide Consent



A.) DENY ACCESS: If you wish to keep your student record private, and do not want to grant access to a third party to receive information, check the Deny Access to All checkbox.

KING'S COLLEGE - TEST

User Options · Student Records Release

Student Records Release Information

i The privacy of student records is protected by law. King's College is prohibited from releasing records for financial aid, and other student record information. King's College must have submitted permission from you prior to releasing any records. By granting access, you are giving the college permission to release information to the individual below. Please be sure that the individuals you authorize know their PIN numbers.

Deny access to All

Active Relationship

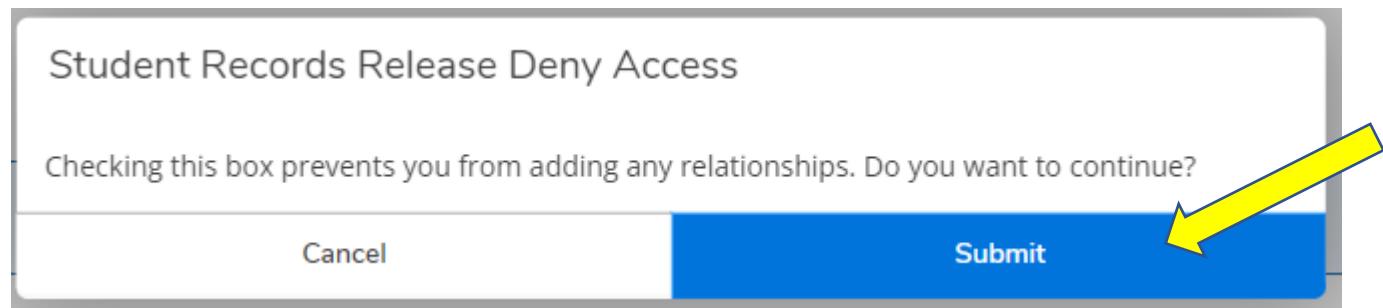
i No Active Relationship Available

Add Person/Relationship

Step 3A: Deny Access Continued

After you click the submit button, the check mark will show that you have selected to Deny Access to All. So, if a third party should contact an office at King's College about your records, the College will not be able to provide any information.

DENY ACCESS: After you click the Deny Access to All checkbox, click the blue submit button.



By granting access, you do not grant access to all records. Please be sure that the information you are sharing is appropriate for the recipient.

Deny access to All

Step 3A1: Remove Deny Access

DENY ACCESS: If you have previously submitted your records release by selecting “Deny Access to All” and you now want to change that, you can unselect the Check Box and submit. You should also email registrar@kings.edu to ensure your record is updated appropriately.



Step 3B: Provide Consent

PROVIDE CONSENT: If you wish to release information from your educational record to a third party, you can provide consent to what information can be released by adding an active relationship to your record. Click the blue Add Person/Relationship button.

Active Relationship



No Active Relationship Available

Add Person/Relationship



Step 3B:

Provide Consent Continued

ADD PERSON/RELATIONSHIP INFORMATION

Enter the below information for each person/relationship you would like to add.

- First Name
- Last Name
- Relationship
- PIN*
- Start Date

***Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information.**



Add Person/Relationship				
First Name *	Last Name *	Relationship *	PIN *	Start Date
<input type="text"/>	<input type="text"/>	<input type="text" value="Please Select"/>	<input type="text" value="Enter a 4 digit PIN"/>	<input type="text" value="MM-dd-yyyy"/> 

Step 3B: Provide Consent Continued

Check the disclosure
agreement box and the
blue submit button.

NEXT, SELECT THE LEVEL OF ACCESS.

ALLOW COMPLETE ACCESS

will consent to both academic
and non-academic
information.

Access *

Allow Complete Access

Allow Select Access

Academic Information

Non-Academic Information

ALLOW SELECT ACCESS

will consent to either
academic or non-academic
information. Check one or the
other.

Access *

Allow Complete Access

Allow Select Access

Academic Information

Non-Academic Information

Disclosure Agreement

I authorize the institution to disclose my information to this party

Editing Information Access to Active Relationship

A.) End Access

To **END ACCESS** for an Active Relationship, enter an End Date for that person.

Click the
Pencil Icon for
that person.



Enter an End Date to no longer allow access and Click Save.

Edit Access

Name Kristen Lemoncelli Relationship Guardian Start Date 03-27-2023

PIN * End Date

0000 MM-dd-yyyy 

Access *

Allow Complete Access

Allow Select Access

Academic Information

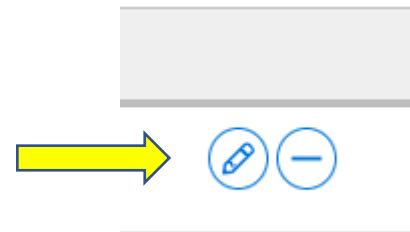
Non-Academic Information

Editing Information Access to Active Relationship

B.) Edit Access

Update the appropriate access level for this relationship by allowing complete access or select access. Once updated, click the blue Save button.

To **EDIT ACCESS** for an Active Relationship, click the Pencil Icon for that person.



Edit Access

Name Kristen Lemoncelli	Relationship Guardian	Start Date 03-27-2023
PIN *	End Date	
0000	MM-dd-yyyy	
Access *		
<input checked="" type="radio"/> Allow Complete Access		
<input type="radio"/> Allow Select Access		
<input checked="" type="checkbox"/> Academic Information		
<input checked="" type="checkbox"/> Non-Academic Information		
<input type="button" value="Cancel"/>		<input style="background-color: #0070C0; color: white; font-weight: bold; border: none; width: 100px; height: 35px; border-radius: 5px; font-size: 10pt; text-align: center; vertical-align: middle;" type="button" value="Save"/>