

How to fill out FERPA

12 Steps [View most recent version](#) 

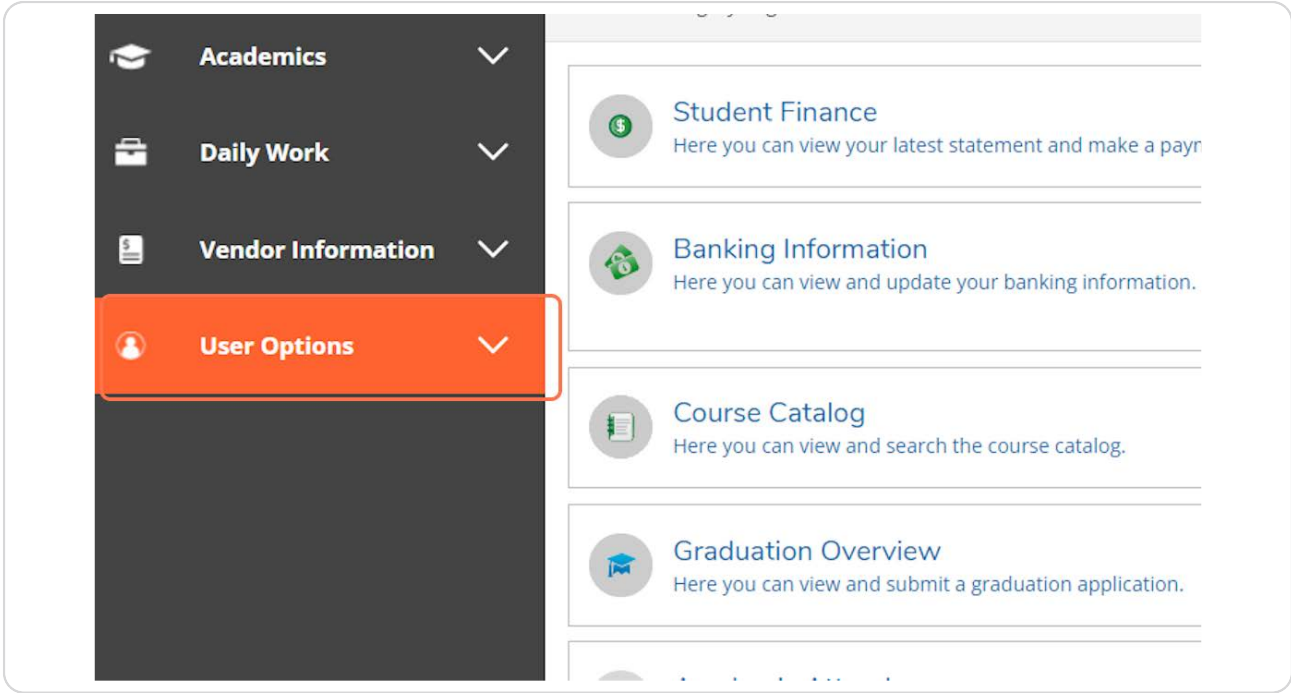
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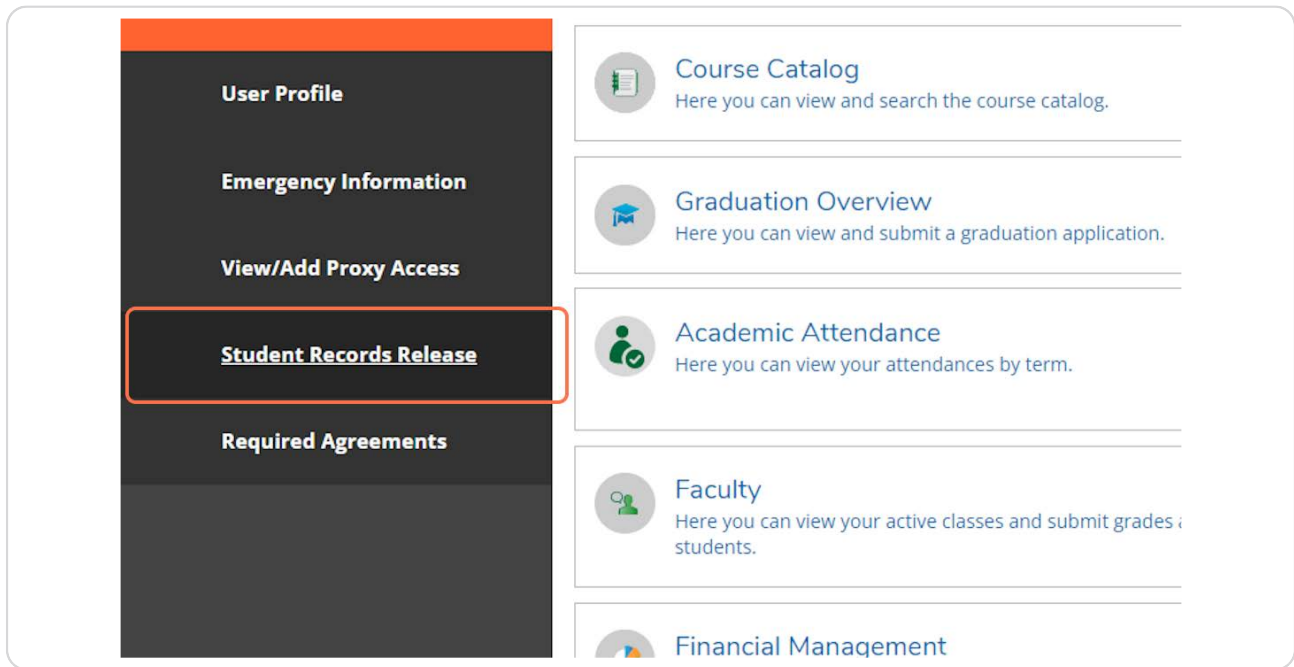
STEP 1

Click on User Options



STEP 2

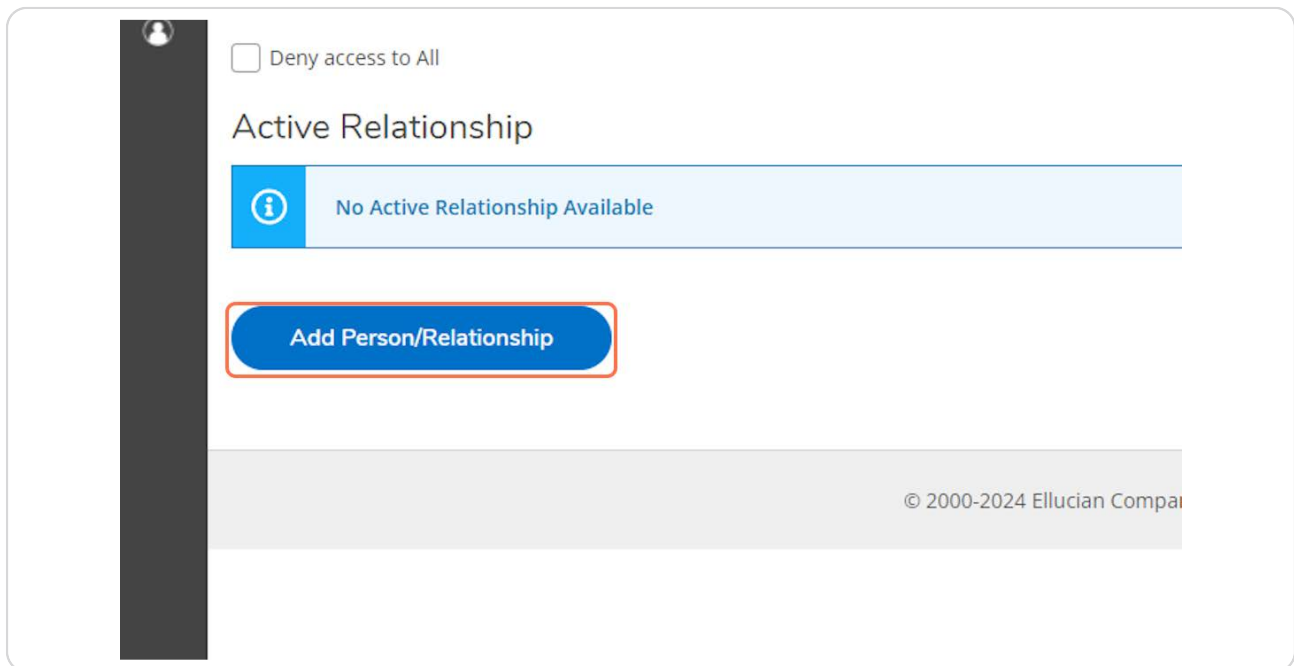
Click on Student Records Release



The screenshot shows a user profile interface. On the left is a dark sidebar with an orange header. The sidebar contains the following links: **User Profile**, **Emergency Information**, **View/Add Proxy Access**, **Student Records Release** (highlighted with an orange border), and **Required Agreements**. On the right, there is a list of menu items, each with an icon and a description: **Course Catalog** (document icon) with the description 'Here you can view and search the course catalog.', **Graduation Overview** (graduation cap icon) with 'Here you can view and submit a graduation application.', **Academic Attendance** (person with checkmark icon) with 'Here you can view your attendances by term.', **Faculty** (person with magnifying glass icon) with 'Here you can view your active classes and submit grades for students.', and **Financial Management** (dollar sign icon).

STEP 3

Click on Add Person/Relationship







The screenshot shows the 'Active Relationship' section of the user profile. On the left is a dark sidebar with a user profile icon at the top. To the right of the sidebar, there is a checkbox labeled 'Deny access to All'. Below this is the section title 'Active Relationship'. Under the title is a light blue banner with an information icon and the text 'No Active Relationship Available'. Below the banner is a blue button with the text 'Add Person/Relationship', which is highlighted with an orange border. At the bottom right of the page, there is a copyright notice: '© 2000-2024 Ellucian Company, Inc.'

STEP 4

Enter their First Name

This is the name of the person who you are filling the FERPA out for (mother, father, guardian, etc.)



 No Active Relationship Available

Add Person/Relationship

First Name *

Pio

Last Name *


Relationship *

Please Select

Access *

☐ Allow Complete Access


☒ Allow Select Access

☐ Schedule 

STEP 5

Enter their Last Name

This is the name of the person who you are filling the FERPA out for (mother, father, guardian, etc.)

 No Active Relationship Available

Add Person/Relationship

First Name *

Pio

Last Name *

Pete


Relationship *

Please Select ▼

Access *

☐ Allow Complete Access


☒ Allow Select Access

☐ Schedule 

STEP 6

Select their Relationship to you

Available



Last Name *

Pete

Relationship *

Guardian ▼

PIN *

Enter a 4 digit PIN

STEP 7

Enter a PIN for that person

This can be any four digit number. You will need to share this code with the person you are giving access to, this pin will be used for the person to identify themselves to respective offices over the phone. **No information will be given without this pin.**

relationship *

PIN *

Start Date

Guardian

1234

M/d/yyyy

STEP 8

Enter a Start Date

Leave the End Date blank if you want them to have access the whole time while you are a student. If you want them to have access for a set period of time, add an end date.

The screenshot shows a form with three input fields. The first field is empty. The second field, labeled "Start Date", contains the text "05/01/2024" and is highlighted with a red border. To the right of the text in the second field is a blue calendar icon. The third field, labeled "End Date", contains the placeholder text "M/d/yyyy".

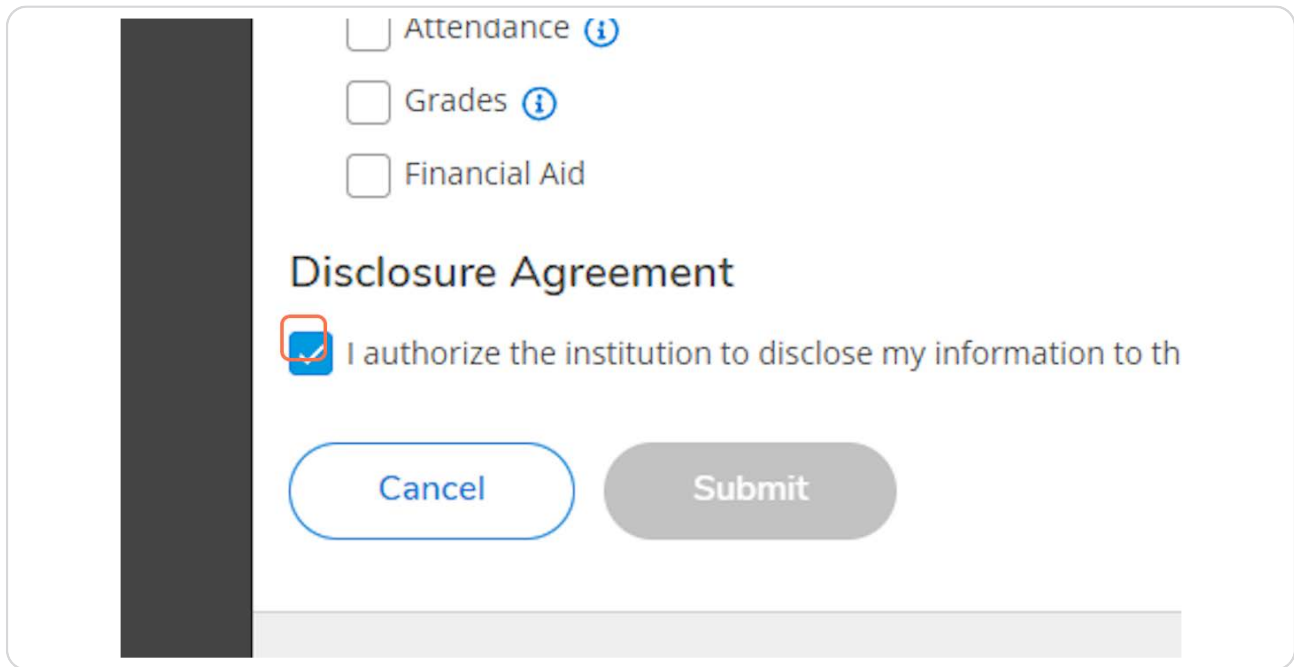
STEP 9

Pick what information you want this person to have access to

The screenshot shows a form titled "Add Person/Relationship" with a blue button. Below the button are four input fields: "First Name *" with the value "Pio", "Last Name *" with the value "Pete", "Relationship *" with a dropdown menu showing "Guardian", and "PIN *" with the value "1234". Below these fields is a section titled "Access *" which is highlighted with a red border. This section contains two radio buttons: "Allow Complete Access" (unselected) and "Allow Select Access" (selected). Below the radio buttons are six checkboxes, each with a help icon: "Schedule", "Status", "Student Accounts", "Attendance", "Grades", and "Financial Aid". At the bottom of the form is a link labeled "Disclosure Agreement".

STEP 10

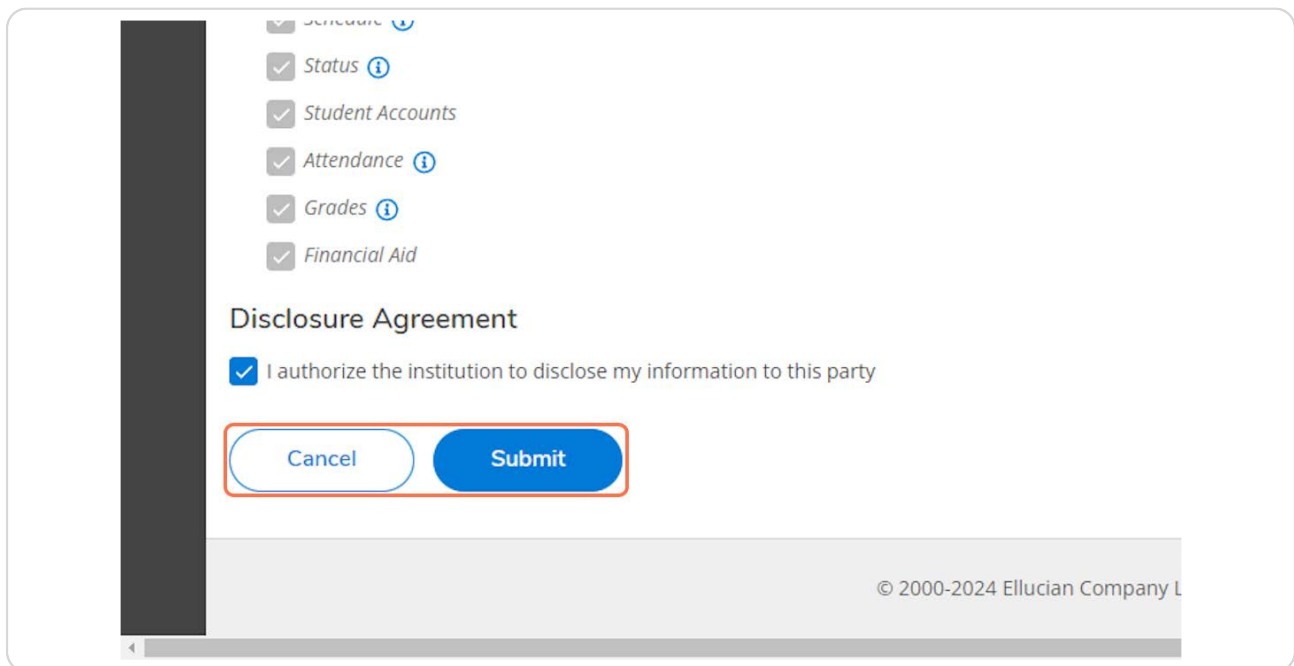
Check I authorize the institution to disclose my information to this party



A screenshot of a web form titled "Disclosure Agreement". On the left, there is a dark gray vertical bar. To its right, there are three unchecked checkboxes: "Attendance" (with an info icon), "Grades" (with an info icon), and "Financial Aid". Below these is the heading "Disclosure Agreement". Under the heading is a checked checkbox (highlighted with a red square) followed by the text "I authorize the institution to disclose my information to th". At the bottom are two buttons: "Cancel" (outlined in blue) and "Submit" (solid gray). A light gray horizontal bar is at the very bottom.

STEP 11

Click Submit



A screenshot of the same web form after clicking "Submit". The checkboxes "Attendance", "Grades", and "Financial Aid" are now checked. The "Status" checkbox is also checked. The "Disclosure Agreement" section now shows a checked checkbox followed by the text "I authorize the institution to disclose my information to this party". The "Cancel" button is now outlined in red, and the "Submit" button is solid blue and also outlined in red. The footer at the bottom right reads "© 2000-2024 Ellucian Company L". A light gray horizontal bar is at the very bottom.

STEP 12

To Add another Person, Click on Add Person/Relationship

Active Relationship

No Active Relationship Available

Add Person/Relationship

First Name *
Pio

Last Name *
Pete

Relationship *
Guardian

Access *

☒ Allow Complete Access

☐ Allow Select Access

CARROLL
UNIVERSITY

