

Student Records Release (FERPA)

Student Records Release is the Ellucian-delivered Colleague and Self-Service (Student Portal) sub-module that will allow students to designate people who can speak with the university staff – aka FERPA release.

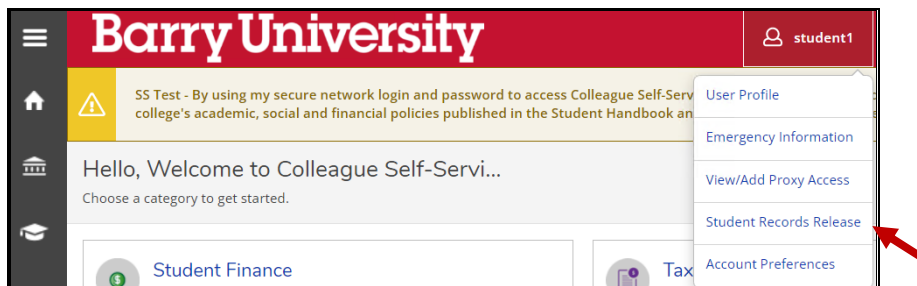
Students can authorize a person/s to discuss ALL areas or specific area/s of access:

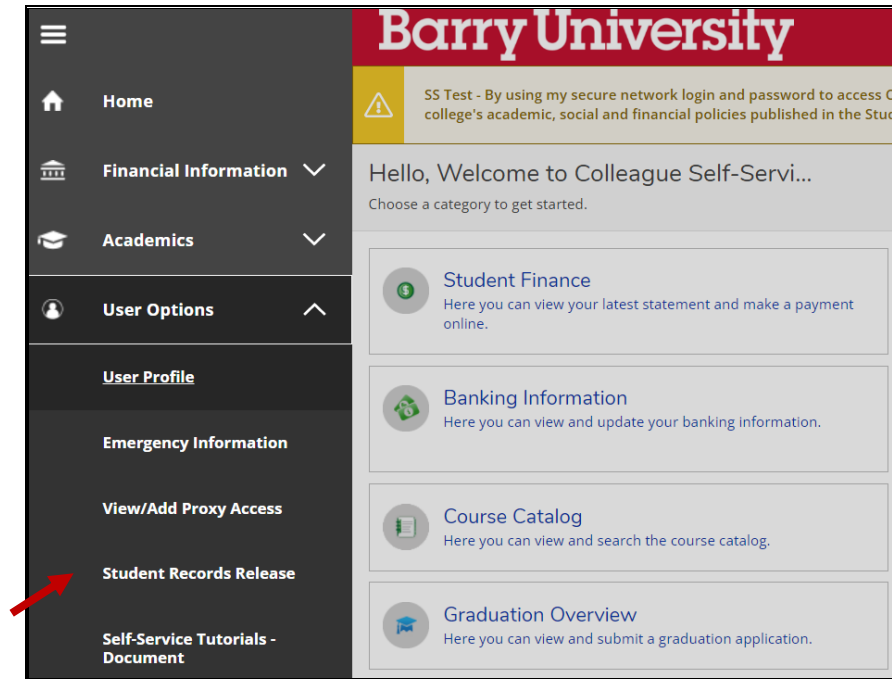
Academic	Academic: (including but not limited to) grades, grade point average, withdrawals, registration
Disability/Accommodation	Disability-related: (including but not limited to) type of disability, accommodation needs.
Disciplinary Information	Disciplinary-related: (including but not limited to) disciplinary processes.
Financial Aid	Financial Aid: (including but not limited to) satisfactory academic progress, FAFSA, awards.
Student Account (Billing)	Student Account: (including but not limited to) account balances, charges, billing, and payment.

Self-Service

Students who wish to authorize the release of records to a third-party, including a parent or guardian, should log in to [Colleague Self-Service \(Student Portal\)](#) to update the information.

Students can access the “Student Records Release” option by either from the username drop-down (top right) or from the “User Options” menu (on the left-side menu).





Student can “Deny Access to All” or select “Allow Complete Access” or select the specific record(s) for which they wish to authorize its release.

The screenshot shows the Barry University Student Records Release Information page. The page includes a privacy notice and a table of active relationships. A red arrow points to the 'Deny access to All' checkbox, and another red arrow points to the 'Add Person/Relationship' button.

Student can deny all access

Student can edit a person's access or add a new person/relationship.

Name	Information Access	Relationship	PIN	Start Date	End Date
Mom1 Test		Parent	1234	1/13/2023	1/13/2023
Mom1 Test	Student Account (billing)	Parent	1234	1/13/2023	2/14/2023
Mom1 Test	Financial Aid	Parent	1234	2/14/2023	

Add Person/Relationship

Student can grant complete access or select specific areas:

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

Access *

☐ Allow Complete Access

☒ Allow Select Access

☐ Financial Aid ⓘ

☐ Student Account (billing) ⓘ

☐ Disciplinary Information ⓘ

☐ Disability/Accommodation ⓘ

☐ Academic ⓘ

Disclosure Agreement

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

The comments below will display when the student hovers over the information icon:

Description	Comments
Academic	Academic: (including but not limited to) grades, grade point average, withdrawals, registration
Disability/Accommodation	Disability-related: (including but not limited to) type of disability, accommodation needs.
Disciplinary Information	Disciplinary-related: (including but not limited to) disciplinary processes.
Financial Aid	Financial Aid: (including but not limited to) satisfactory academic progress, FAFSA, awards.
Student Account (Billing)	Student Account: (including but not limited to) account balances, charges, billing, and payment.

If a student wishes to grant access to a third party, it is important that they indicate the name, relationship, PIN number, and dates. If no end date is selected, the release will be in effect until the student decided to revoke it.

Individuals a student authorizes must ensure that the Third-Party designee knows their PIN number as they will be required to provide it when requesting information.