Verifying FERPA Consent to Release
Instructions for Faculty & Staff

A third party has contacted you with an inquiry about a student’s FERPA-protected information. Follow these steps to verify that the student has consented to release their FERPA-protected information to this individual or organization.

1. Log in to Campus Solutions and navigate to the FERPA Consent to Release tab in one of two ways:
   a. Through Campus Community.
      i. Navigate to Campus Community > Personal Information (Student) > Biographical (Student) > Student FERPA > Review FERPA Display.

   b. Through Records and Enrollment or Self Service.
      i. Navigate to one of two areas:
         1. Records and Enrollment > Career and Program Information > Student Program/Plan.

         2. Self Service > Advisor Center > My Advisees > Advisee Student Center.

      ii. Click Related Content, then CU FERPA Consent to Release.
iii. A Related Content panel appears with the student’s FERPA Consent to Release information.

2. Determine whether you can release the requested information.

   a. Is there a record for this individual or organization? If the student has provided authorization for multiple individuals, use the arrows to move among them.

   Yes: Continue to step 3b.

   No: You may not release any FERPA-protected information.

   b. Is there a password listed and a “current” row in the audit table?

   Yes: Continue to step 3c.

   No: You may not release any FERPA-protected information.

   c. Has the individual provided the correct password?

   Yes: Continue to step 3d.

   No: You may not release any FERPA-protected information.
d. Did the student grant the individual access to the information they’re requesting?

<table>
<thead>
<tr>
<th>All Education Records:</th>
<th>Includes any and all academic, financial and personal information.</th>
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<tbody>
<tr>
<td>Academic Record Only:</td>
<td>Includes, but is not limited to, GPA, grades, degree progress, academic standing, academic holds, class schedule, transcript requests, academic advising.</td>
</tr>
<tr>
<td>Financial Record Only:</td>
<td>Includes, but is not limited to, financial aid (limited per Gramm-Leach-Bliley Act of 1999), account (billing/payments), financial holds, tuition classification, COF.</td>
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</table>

Yes: You may release the requested information.

No: You may not release the requested information.