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 three 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. **Related Content** panel appears with the student’s FERPA Consent to Release information.

2. If the student has provided authorization for multiple individuals, use the arrows to move among them.

3. Determine whether you can release the requested information.

   a. **Is there a record in Campus Solutions for this individual or organization?**
      
      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?

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

Yes: You may release the requested information.

No: You may not release the requested information.