

## Verifying FERPA Consent to Release

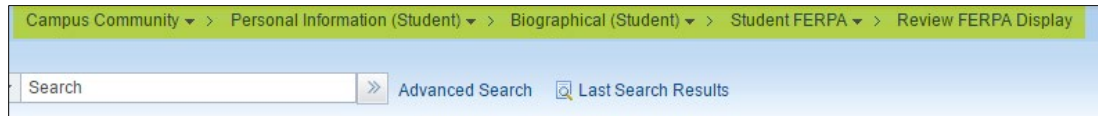
### Instructions for Faculty & Staff

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**.

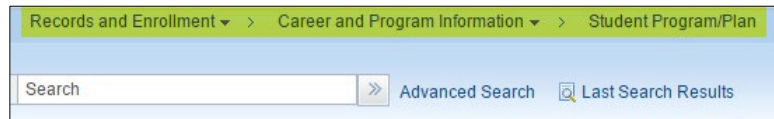
i. Navigate to **Campus Community > Personal Information (Student) > Biographical (Student) > Student FERPA > Review FERPA Display**.



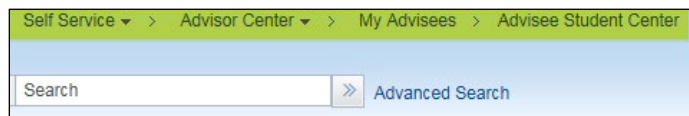
b. Through **Records and Enrollment** or **Self Service**.

i. Navigate to one of two areas:

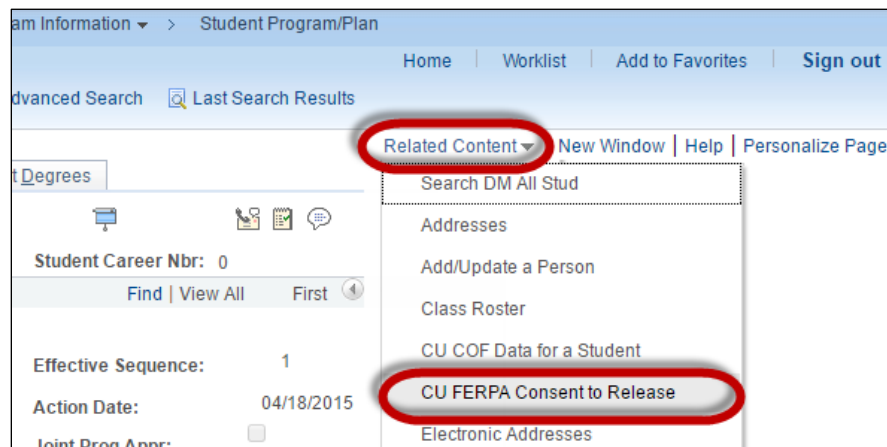
1. **Records and Enrollment > Career and Program Information > Student Program/Plan**.



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.

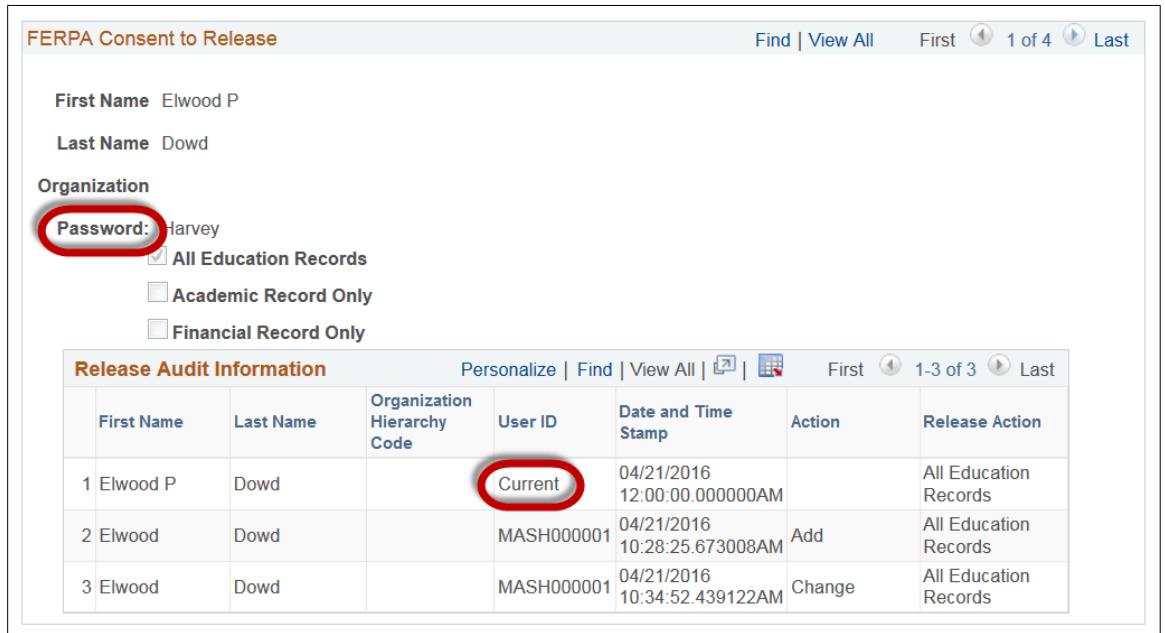


**Yes:** Continue to step 3b.

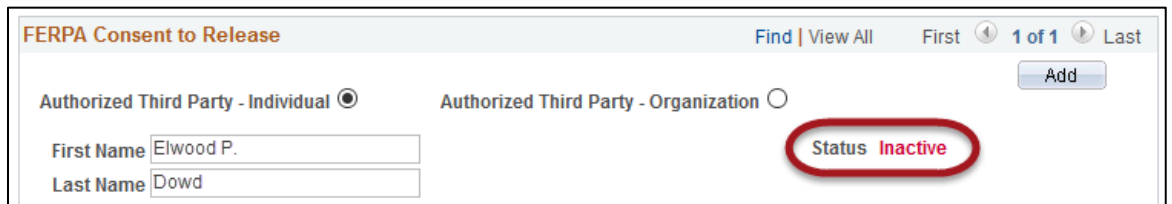
**No:** You may not release any FERPA-protected information.

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?

<b>All Education Records:</b>	Includes any and all academic, financial and personal information.
<b>Academic Record Only:</b>	Includes, but is not limited to, GPA, grades, degree progress, academic standing, academic holds, class schedule, transcript requests, academic advising.
<b>Financial Record Only:</b>	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.

FERPA Consent to Release Find | View All First 1 of 4 Last

First Name Elwood P  
Last Name Dowd  
Organization  
Password: Harvey

All Education Records  
 Academic Record Only  
 Financial Record Only

**No:** You may not release the requested information.