View FERPA Consent to Release Information

Where can I view a student's FERPA release information?

- Banner
  - o admin form: SZAFERPA
- Navigate
  - o Comment + Note
- StarRez

Viewing FERPA releases in Banner

Navigate to SZAFERPA

1) Enter the search information for the student.
2) Click Submit
   It can take a few second to load the search results.
3) Double click on the appropriate student

4) View the Student's current, active releases
5) For those with edit access, you can add, save edits, or delete release information.
6) View Authorization History

#...	Release To	Relationship...	Email	Release Type ...	Additional Comments	End ...	Create Date ...	User	Activity Dat...	
8	Jane Doe Baylor	Mother/Stepm ⌄	michelle_m_johnson	Student Accounts	For assistance with financial matters and cou	12/31/20!	Jun 19, 2009 3:08	JOHNSONMM	Sep 8, 2023 4:26:	U
9	Kay Riddering	Other ⌄	michelle_m_johnson	Student Accounts	For assistance with financial matters and cou	01/30/20!	Jun 30, 2009 11:5	JOHNSONMM	Sep 8, 2023 4:26:	U
17	Jennifer Hines	Other ⌄	michelle_m_johnson	Student Accounts	For assistance with financial matters and cou	01/01/20!	Apr 21, 2011 9:34	JOHNSONMM	Sep 8, 2023 4:26:	U
17	Jennifer Hines	Other ⌄	michelle_m_johnson	Student Accounts	For assistance with financial matters and cou	01/01/20!	Apr 21, 2011 9:34	JOHNSONMM	Sep 8, 2023 4:28:	D

Viewing FERPA releases in Navigate

*Notes:
- Navigate information, including FERPA releases are refreshed nightly.
- Only the most recent FERPA Release note is active.
  o The Note will show all currently active Academic Affairs FERPA Releases.
- If a student removes all Academic Affairs FERPA releases the note will state they have been removed. (See #3 below)

1) Identify a FERPA release exists using the Category:

Categories

Advising Flag NOT set, CASA-College of Arts & Sciences Adv (Required), Dependent of Military Service Person, Fall 2017 Catalog Term, FERPA release in effect-see Notes, McNair Scholars Program, No Student Orgs, Post-Traditional UG, Pre-Physician Assistant, Receiving VA Benefits

2) See the release details on the History Tab
   a. Look for Note Added
      i. FERPA Release

Sep 2023

Note Added ▲

Tue, Sep 12, 2023

Comments:

CURRENT FERPA RELEASE(S): (1) Baby Bear (Father/Stepfather) until 11-AUG-2051. Email: test@gmail.com. Additional Info: none. (2) Hannah Baylor (Mother/Stepmother) until 15-DEC-2029. Email: test@gmail.com. Additional Info: test comment.

FERPA Release

3) If all FERPA releases have been removed by the student, the latest FERPA release will show:

Note Added ▲

Wed, Sep 13, 2023

Comments:

All FERPA releases removed.

Attachments:

FERPA Release