

# 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

**Consent to Release Information**

This page will attempt to find students based on the input from the following fields. **After the search grid loads, click the row for the student record you'd like to view.**

- The search logic prioritizes data entered in this order (ID, Bear ID, [First Name and Last Name])
- Entering only a First Name will return no results but when combined with a Last Name, it can significantly narrow the search results.
- The Bear ID and Last Name fields will accept partial data.
  - o Ex. Bear ID: Entering "Bobby\_Bay" would return Bobby\_Baylor1, Bobby\_Baylor2, etc.
  - o Ex. First Name & Last Name: "B Bay would return Bobby Baylor, Billy Baylor, Bob Bayer, etc.

ID: 889787695 **1** Bear ID: First Name: Last Name:

**2** Submit

ID	First Name	Last Name	Email
889787695 <b>3</b>	Bobby	Baylor	

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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

**Consent to Release Information**

Choose a new student

Student: 889787695 - Bobby Baylor

Release To (First...	Relationship...	Email	Release Type	Additional Comments	Release ...
michelle bear baylor	Guardian	michelle_m_johnson	Student Accounts	all	09/19/2023
Hannah Baylor	Mother/Stepm...	test@gmail.com	Academic Affairs	test comment	12/15/2029
Baby Bear	Father/Stepfa...	test@gmail.com	Academic Affairs	Ex. Use this to exclude certain information	08/11/2051
Jennifer Hines	Other	michelle_m_johnson	Student Activities	Sharing financial aid information, not to include FAFSA data elements	01/01/2099
test	Father/Stepfa...	michelle_m_johnson	CARE Team Servic...	test 2	01/01/2099
Bobby Joe	Relative	michelle_m_johnson	Student Accounts	For assistance with financial matters and counseling	01/01/2099
Laura Baylor	Mother/Stepm...	michelle_m_johnson	Student Accounts	For assistance with financial matters and counseling	01/01/2099
Kay Riddering	Other	michelle_m_johnson	Student Accounts	For assistance with financial matters and counseling	01/30/2099
Jane Doe Baylor	Mother/Stepm...	michelle_m_johnson	Student Accounts	For assistance with financial matters and counseling	12/31/2099

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Add New Delete selected Save Refresh

**6** View Authorization History

Hide 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 co...	12/31/2019	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 co...	01/30/2019	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 co...	01/01/2019	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 co...	01/01/2019	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, <b>FERPA release in effect-see Notes</b> , 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 ▾ FERPA Release 

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.

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

Note Added ▾ FERPA Release 

Wed, Sep 13, 2023

**Comments:**

All FERPA releases removed.

**Attachments:**