

# 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

<https://bearweb.baylor.edu/BannerExtensibility/customPage/page/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

Baylor University

### 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:

Submit **2**

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

Page 1 of 1 Per Page 10 Records Found: 1

- 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

Baylor University

### Consent to Release Information

Choose a new student

Student: 889787695 - Bobby Baylor

Release To (First...	Relationship...	Email	Release Type	Additional Comments <b>4</b>	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

Page 1 of 1 Per Page 20 Records Found: 9

Add New Delete selected Save Refresh

View Authorization History **6**

Hide Authorization History

#...	Release To	Relationship...	Email	Release Type ...	Additional Comments	End ...	Create Date ...	User	Activity Dat...
8	Jane Doe Baylor	Mother/Stepp...	michelle_m_johnson	Student Accounts	For assistance with financial matters and co...	12/31/2020	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...	01/30/2020	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...	01/01/2020	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...	01/01/2020	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 


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 