View FERPA Consent to Release Information

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

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

Viewing FERPA releases in Banner

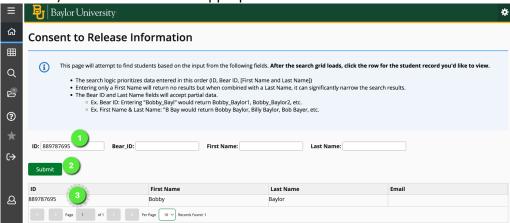
Navigate to SZAFERPA

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

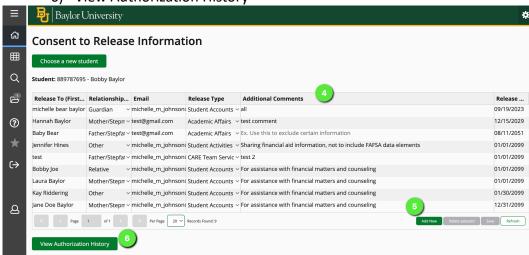
- 1) Enter the search information for the student.
- 2) Click Submit

It can take a few second to load the search results.

3) Double click on the appropriate student



- 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





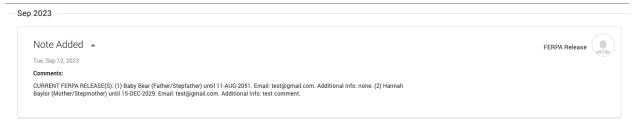
Viewing FERPA releases in Navigate

*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:



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



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

