

How to Review FERPA Consent to Discuss Student Records

1. Log into Owl Express using your KSU credentials and complete authentication.
2. In Owl Express, click either the **Advisor Services tab** or the **Faculty Services tab** (based on your role).



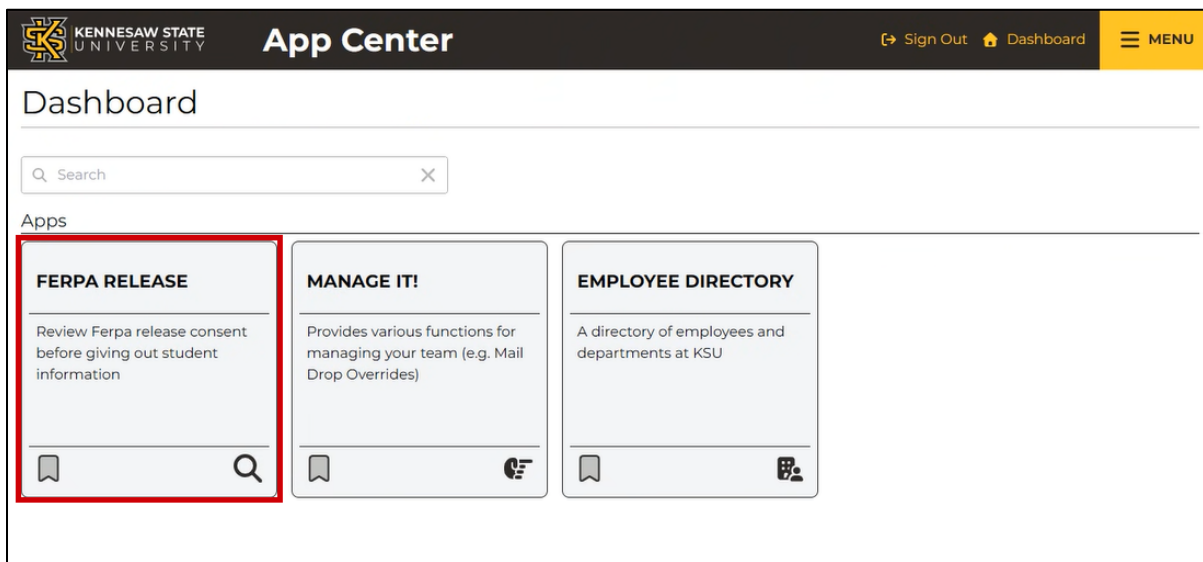
Advisor Services tab, Faculty Services tab

3. Click **Student Consent to Disclosure (FERPA Release) – Admin View**.



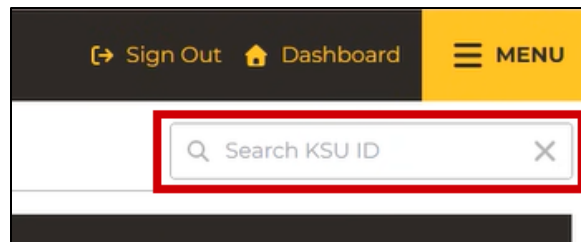
FERPA Release link

4. On the App Center Dashboard, click **FERPA Release**.



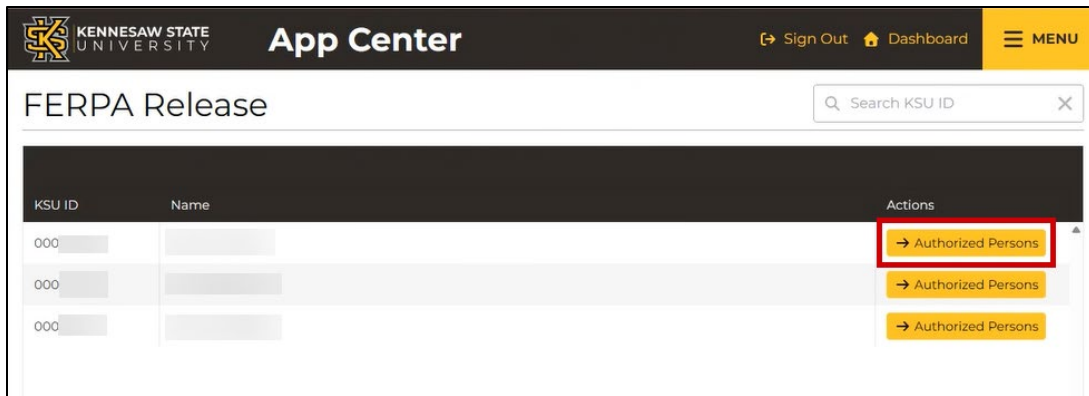
App Center Dashboard

5. In the **Search box**, type the student's KSU ID. Then, hit **Enter** on your keyboard to search.



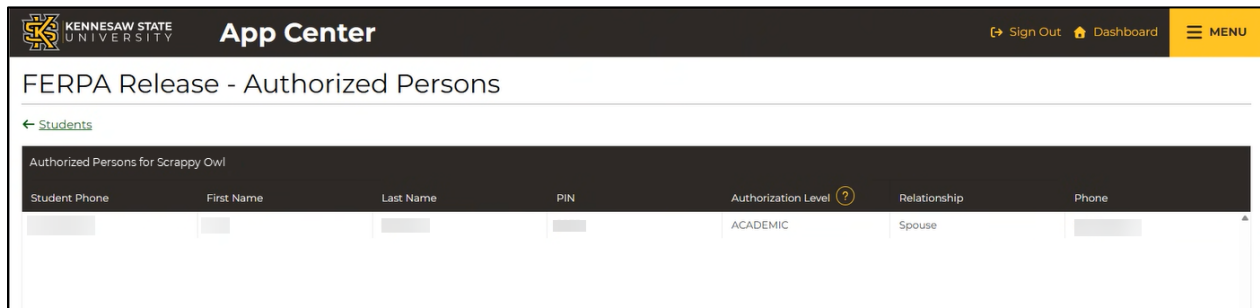
Search Box

6. The student name appears below. Click **Authorized Persons** to see FERPA Release documents on file.



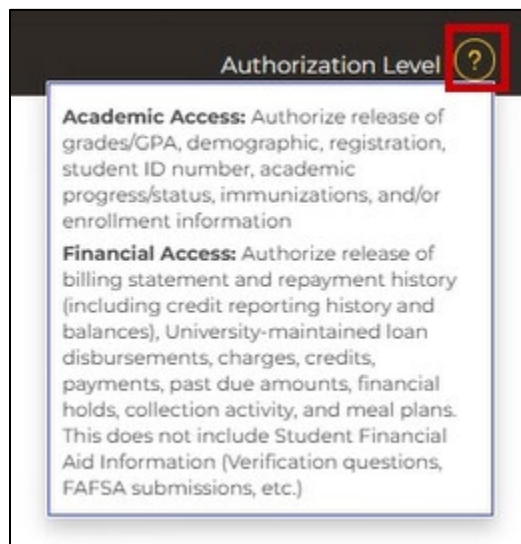
Authorized Persons button

- The list of FERPA Authorized individuals appears with their contact information and approved authorization level.



Authorized Persons list

- Click **the question mark icon** next to Authorization Level to determine which information you may discuss: Academic Access or Financial Access.



Authorization Level information

- Verify the PIN number with the third party seeking to speak with you regarding the student's record.

Important: When in doubt, don't give it out!

If you are questioning whether you should share the information, contact the Office of the Registrar at registrar@kennesaw.edu or 470-578-6200.