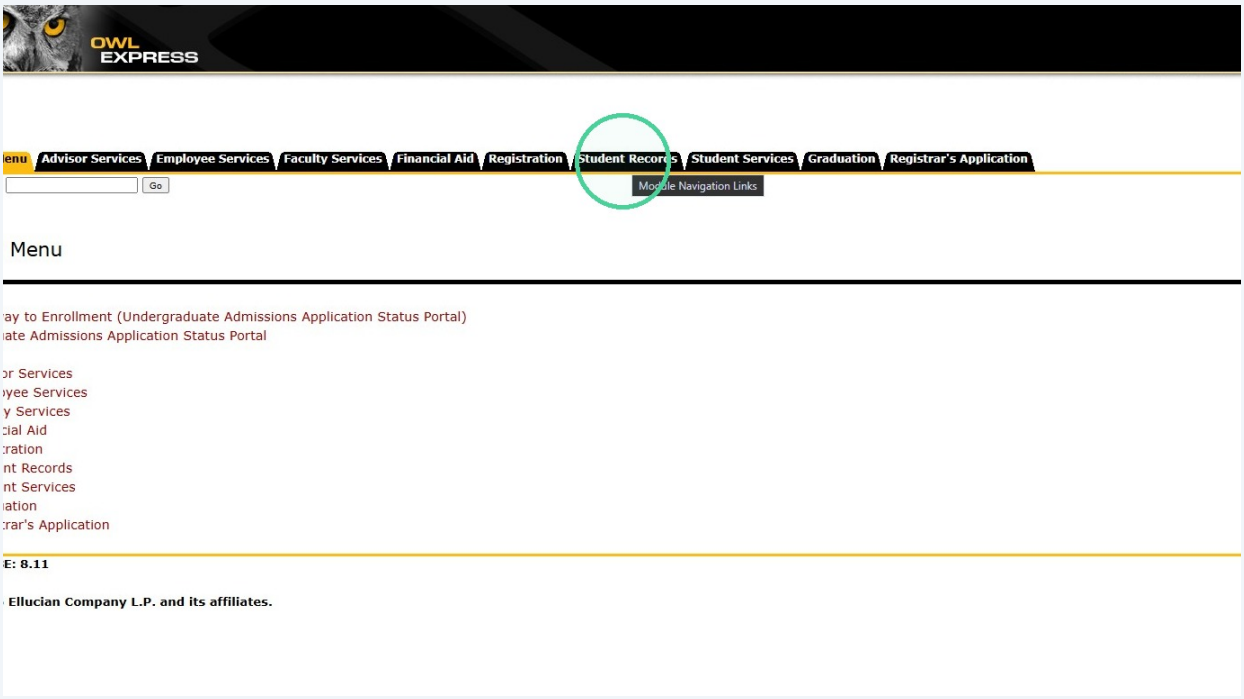
How to Manage Student FERPA Consent and Authorizations

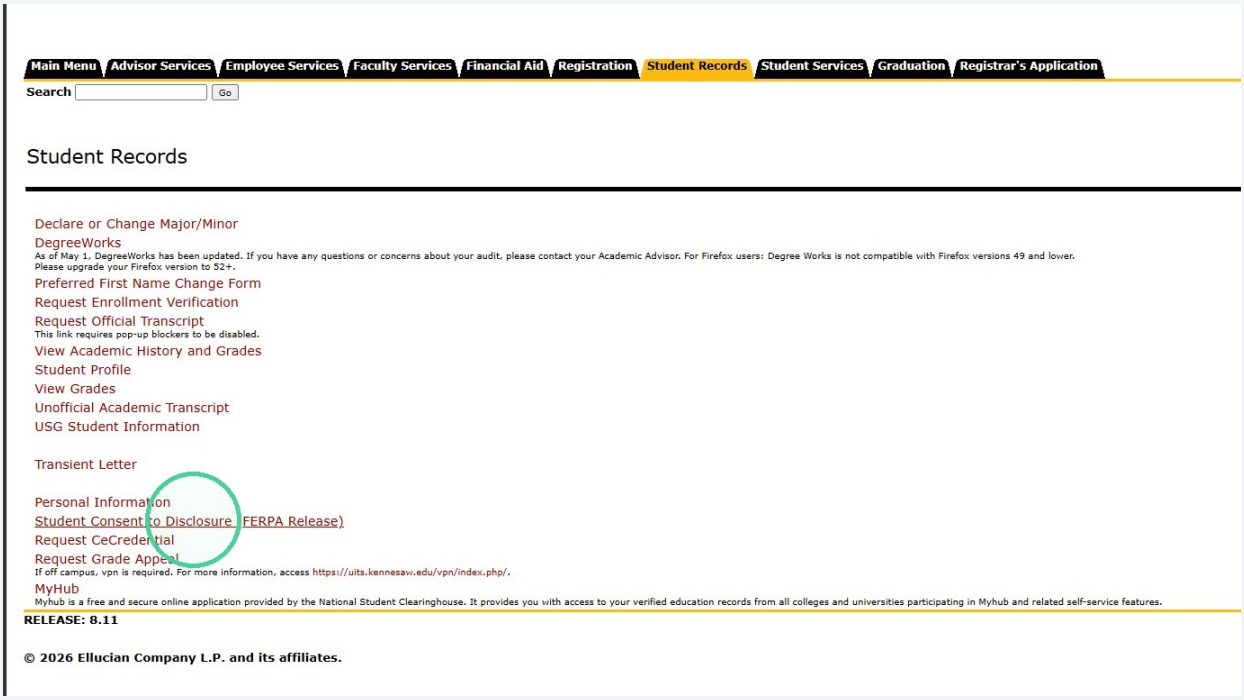
Learn how to navigate the administrative portal to manage student FERPA release forms and authorize access for designated individuals. This guide simplifies the process of updating academic and financial disclosure permissions for student records.

Open FERPA Release

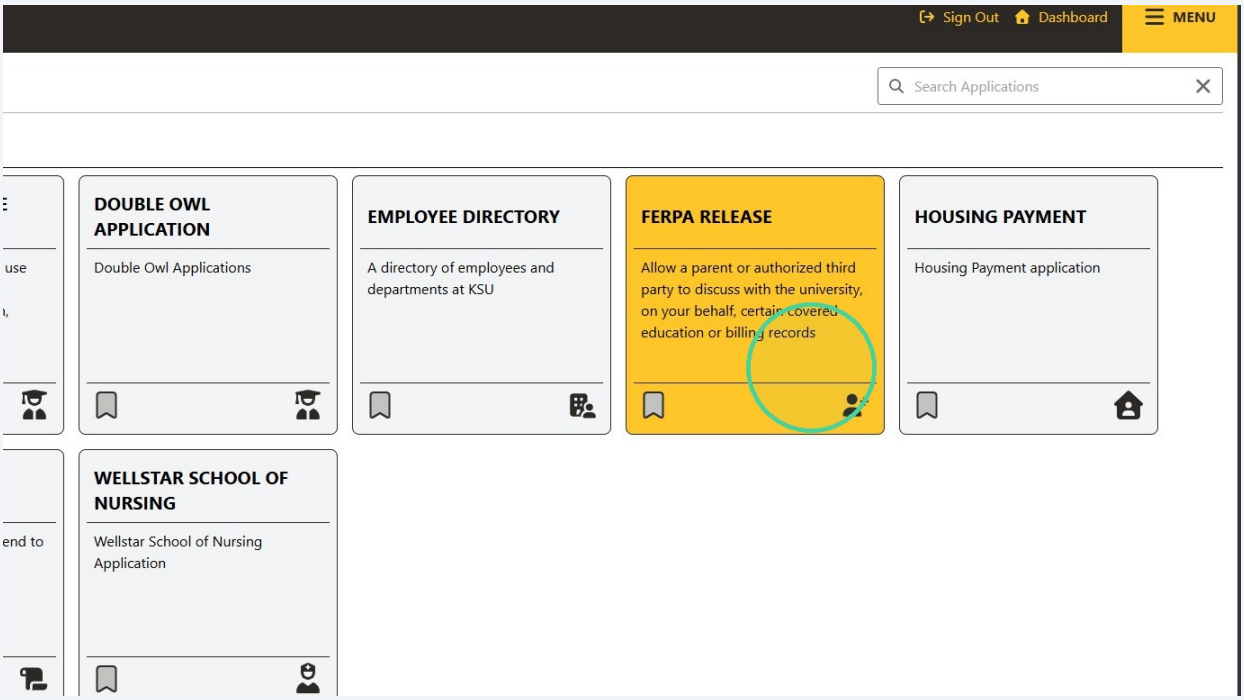
1 Login to Owl Express and Select "Student Records" tab



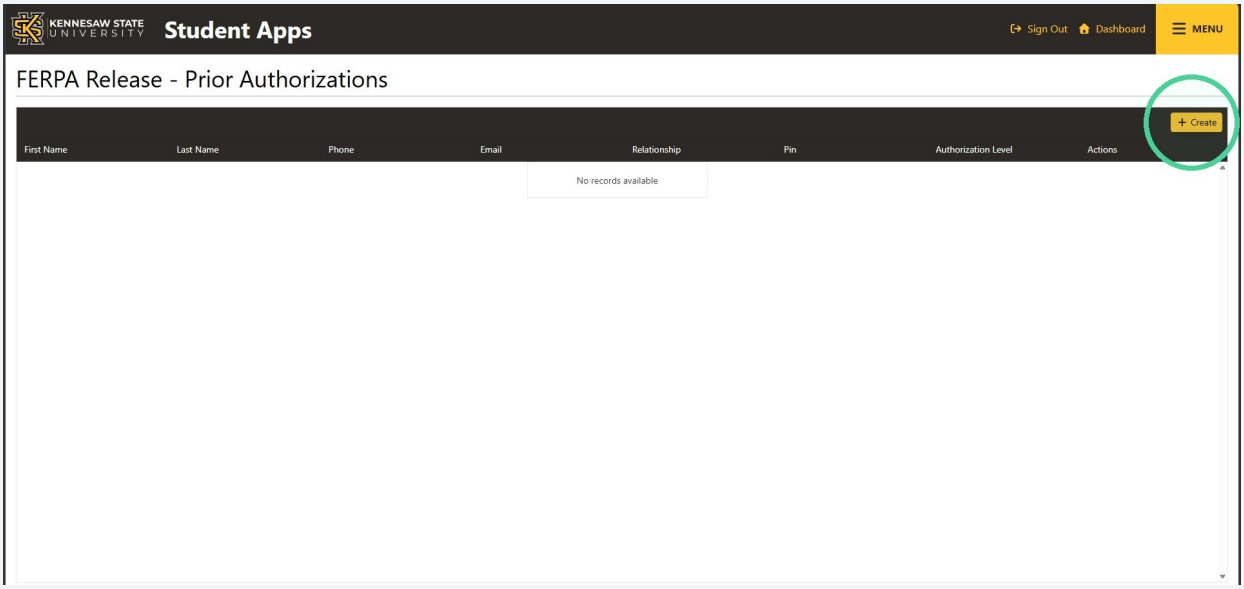
2 Click "Student Consent to Disclosure (FERPA Release)"



3 Student will be rerouted to the Student Apps dashboard. Select the menu option for FERPA Release.

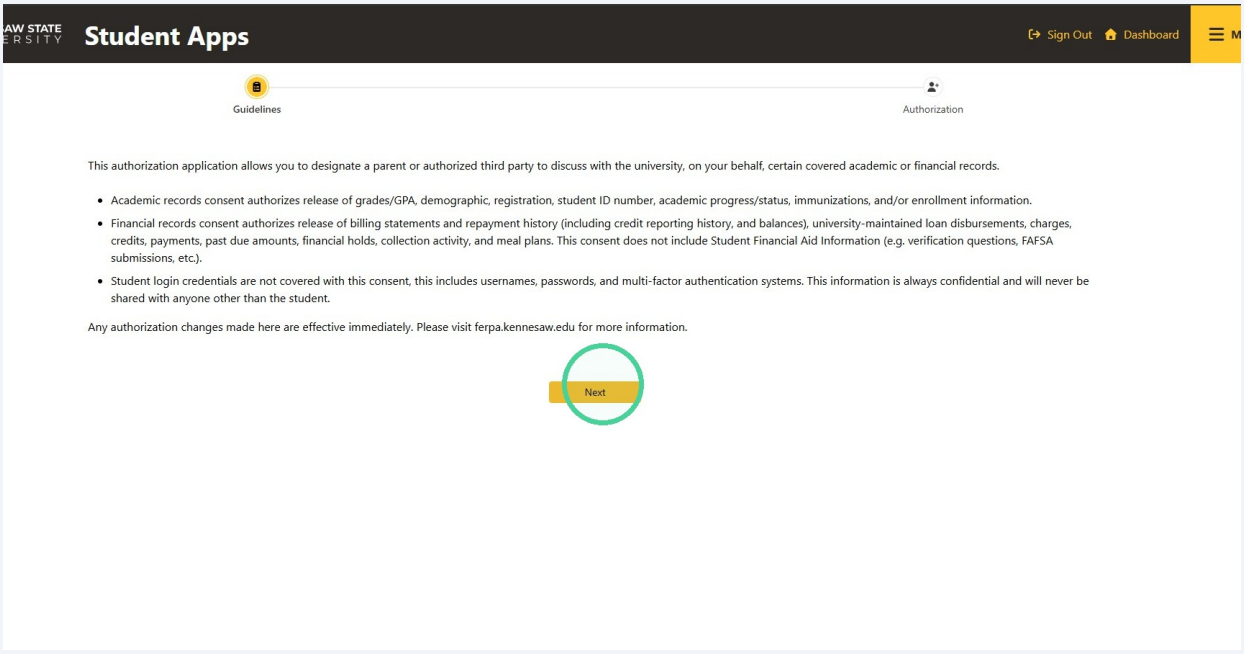


4 Select "Create" to add Authorized Persons to your consent list.

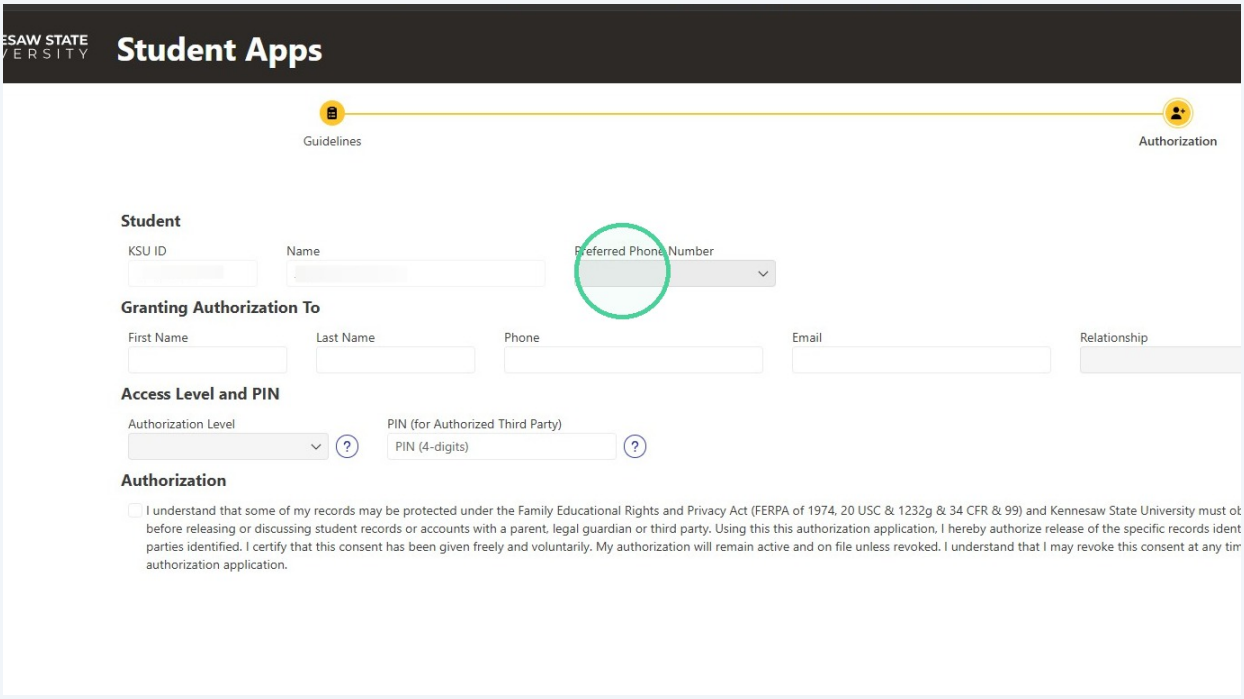


Create Authorization

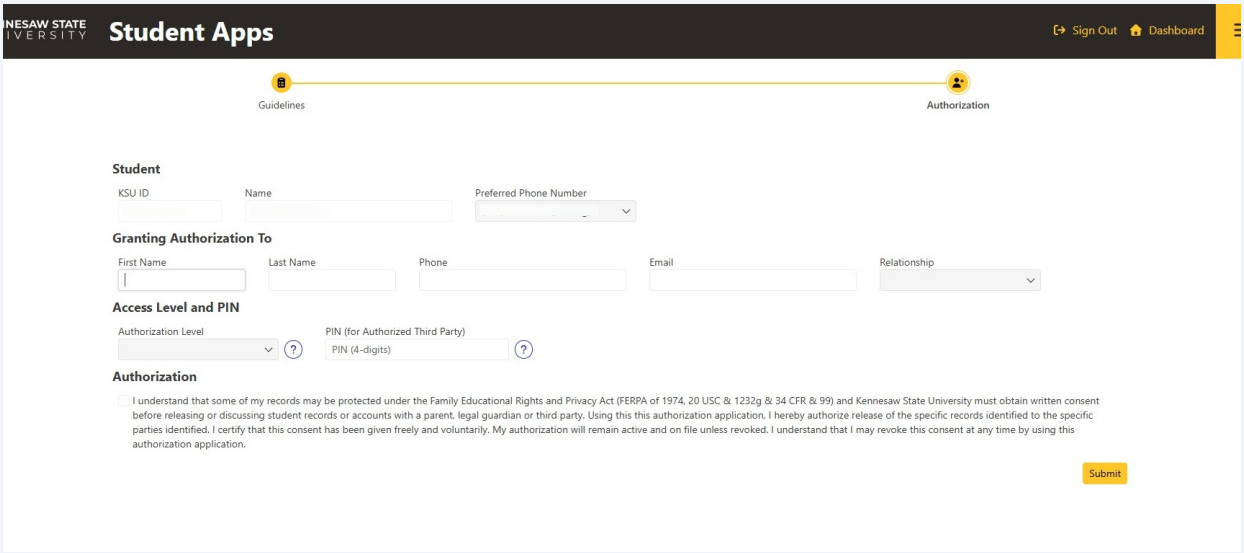
5 Review Authorization Guidelines and click "Next" to begin the FERPA authorization.



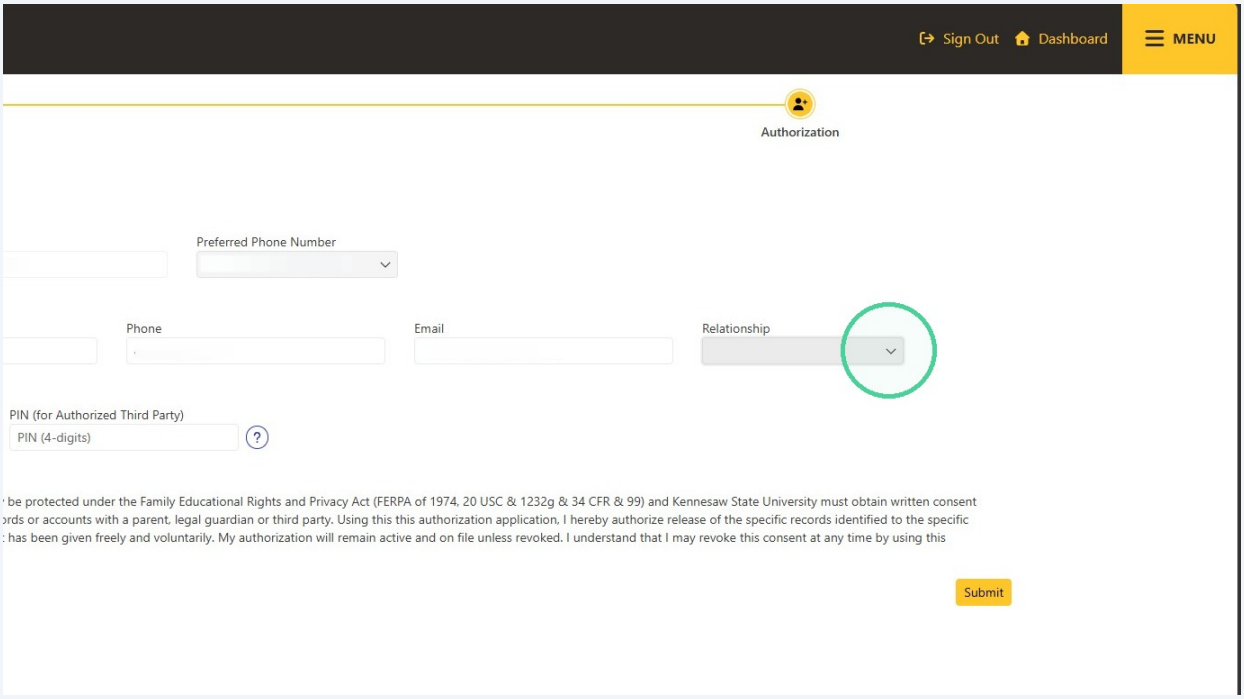
6 Select a Preferred Phone Number from dropdown menu. This is a number already on file for you.



7 Enter the requested authorized persons information. All fields are required.



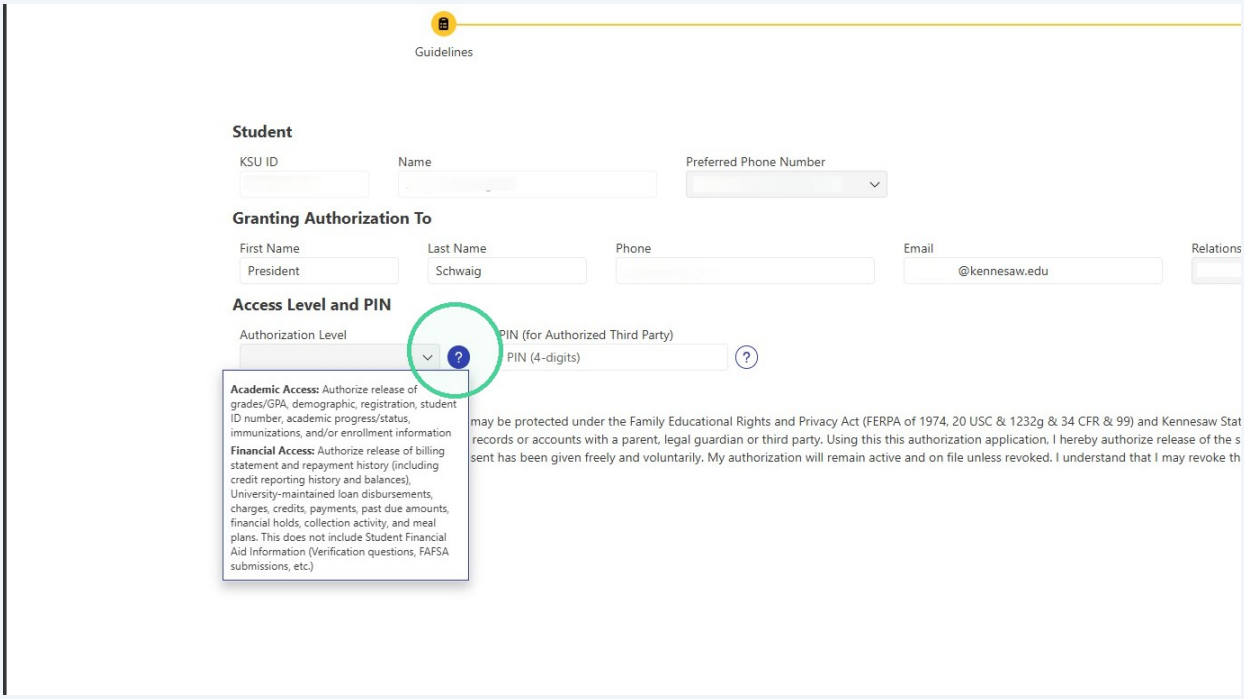
8 Select the authorized person's relationship.



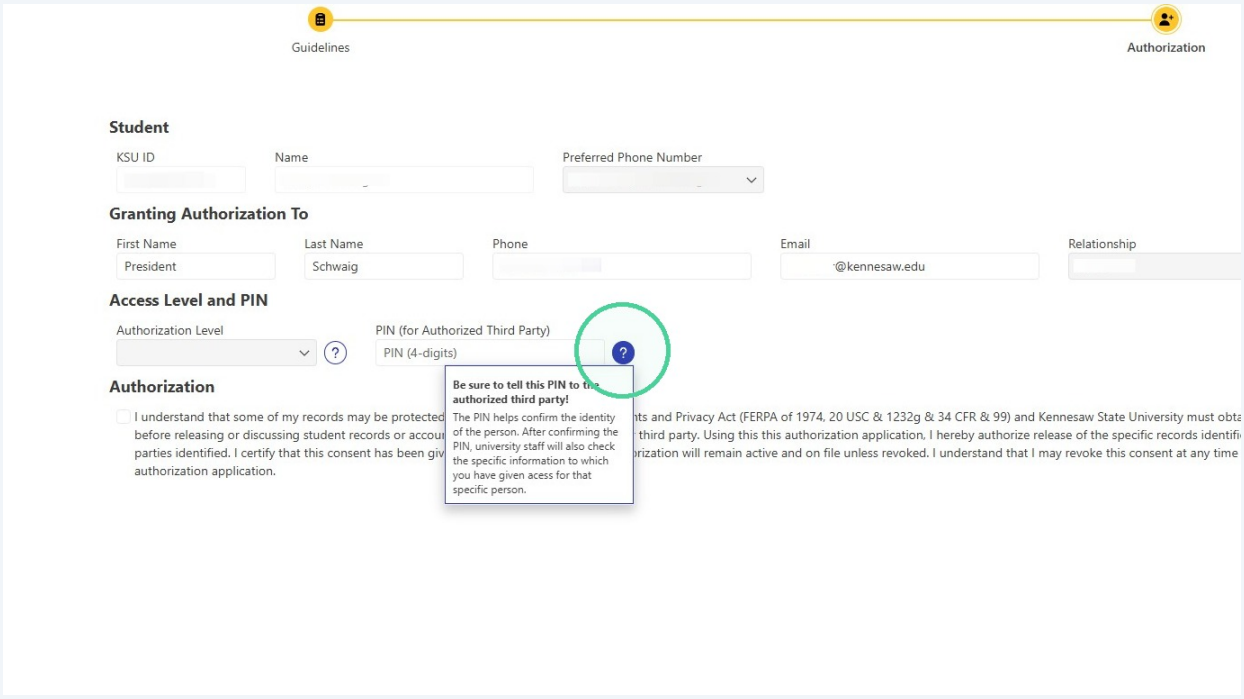
9 View Authorization-Level details to determine the level of access you wish to grant.

Academic Access: Authorize release of grades/GPA, demographic, registration, student ID number, academic progress/status, immunizations, and/or enrollment information

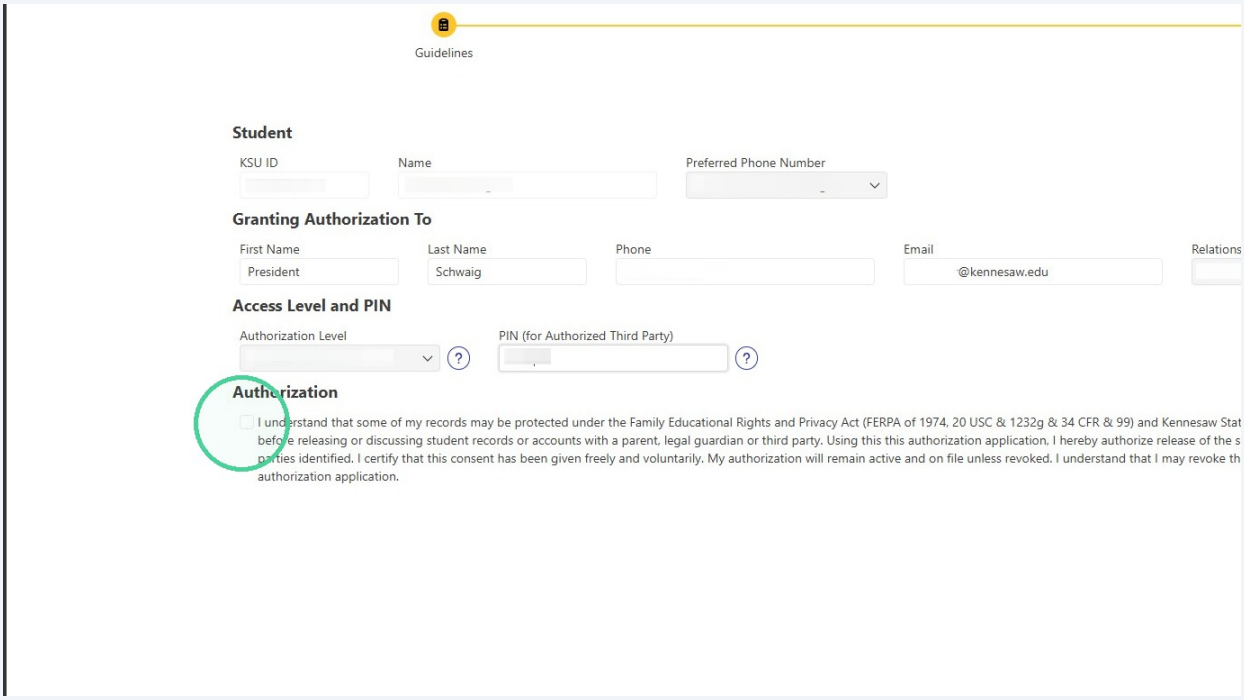
Financial Access: Authorize release of billing statement and repayment history (including credit reporting history and balances), University-maintained loan disbursements, charges, credits, payments, past due amounts, financial holds, collection activity, and meal plans. **This does not include Student Financial Aid Information** (Verification questions, FAFSA submissions, etc.)



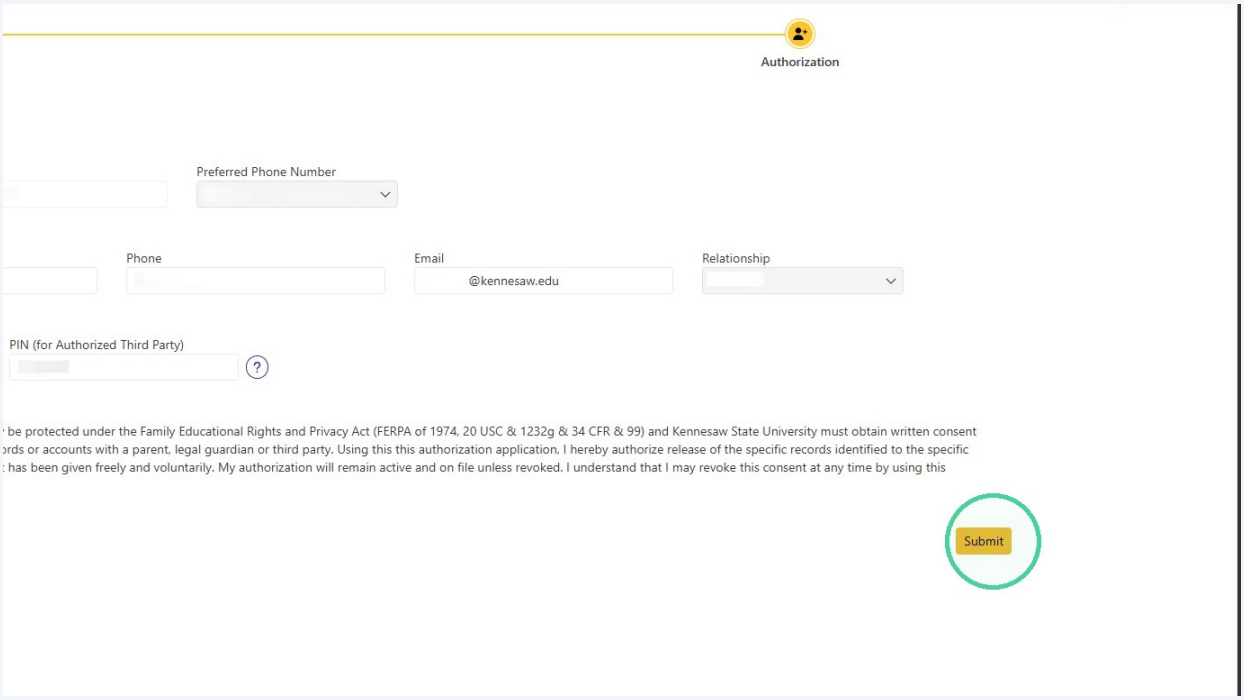
10 View PIN requirements and enter 4-digit number.



11 Accept the FERPA authorization statement.

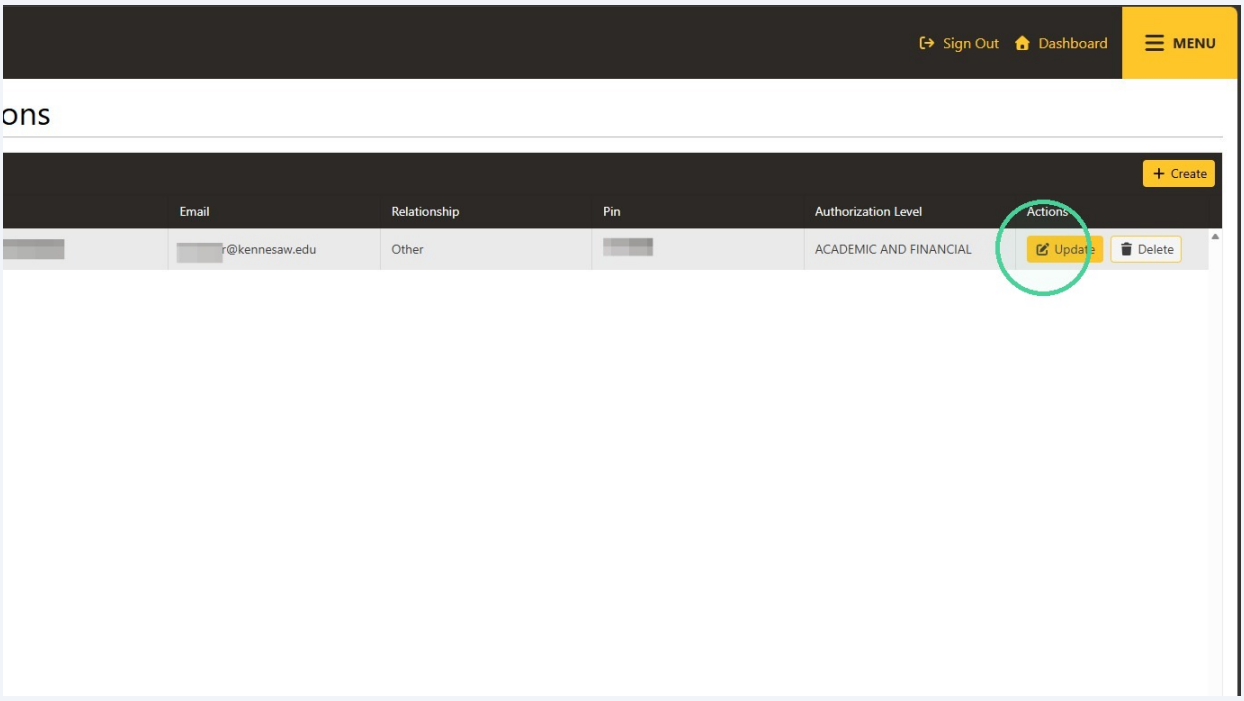


12 Submit the FERPA authorization.



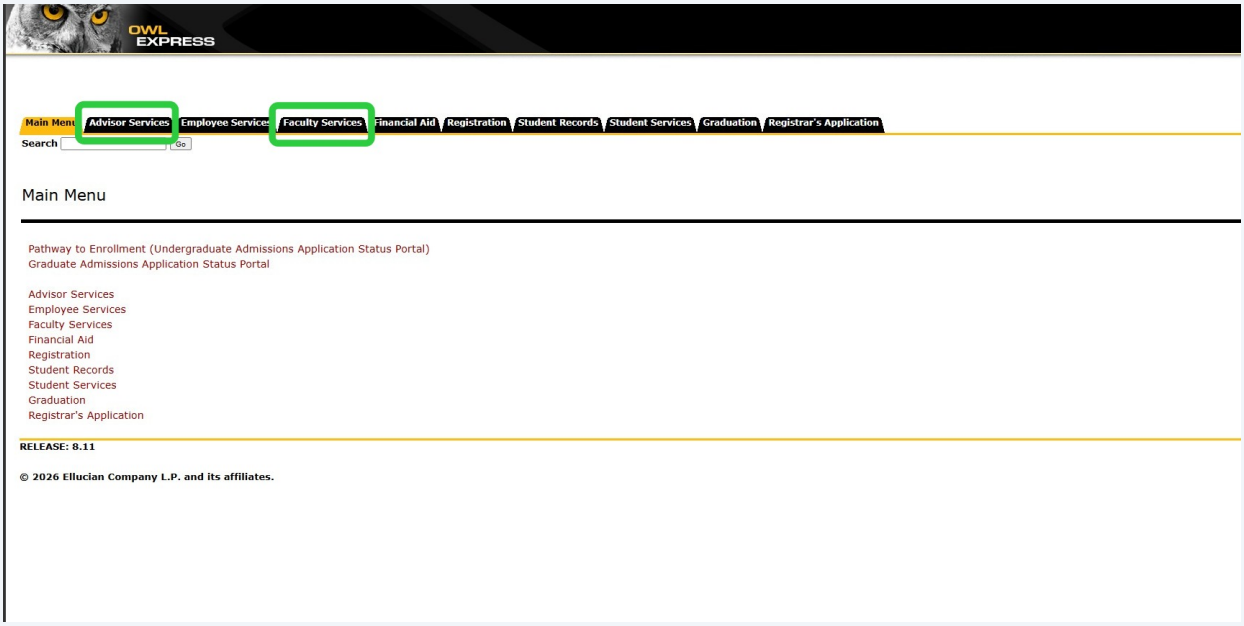
Manage Authorizations

13 Return to the FERPA prior authorizations list to confirm details, update information as needed, or delete authorized persons.

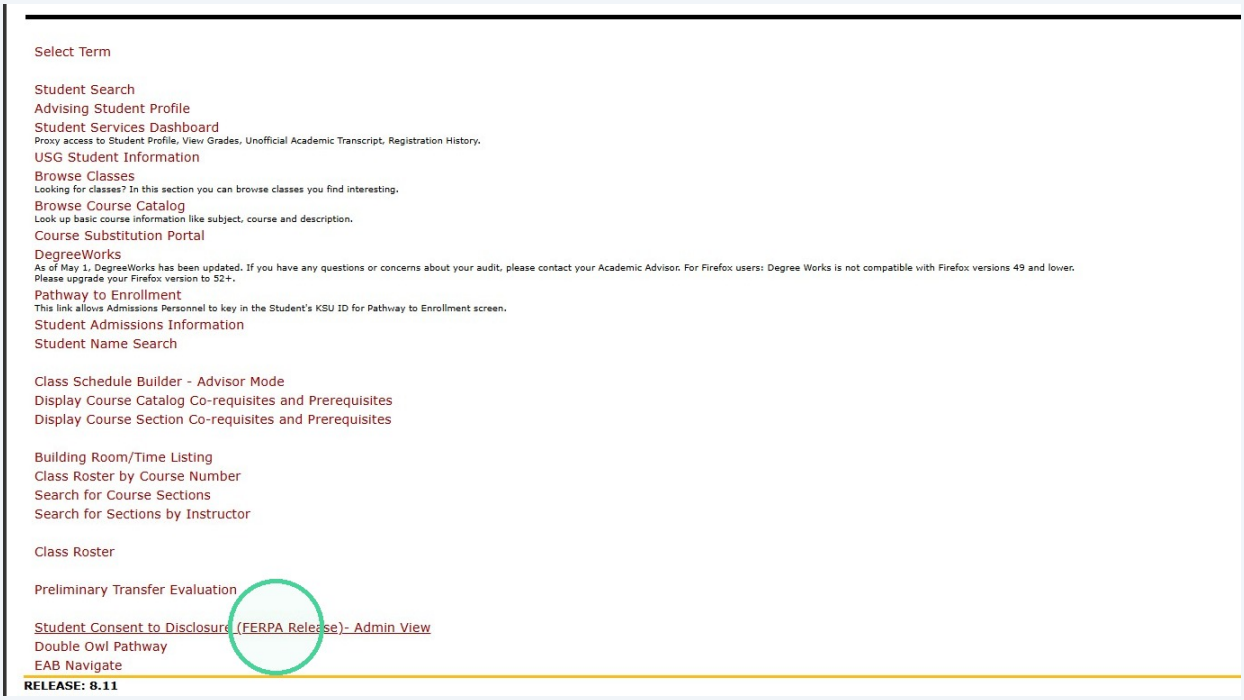


Review Authorized Persons: Faculty and Staff

14 Depending on your role with the institution, the student consent list will be located under the Advisor Services tab or Faculty Services tab in Owl Express.

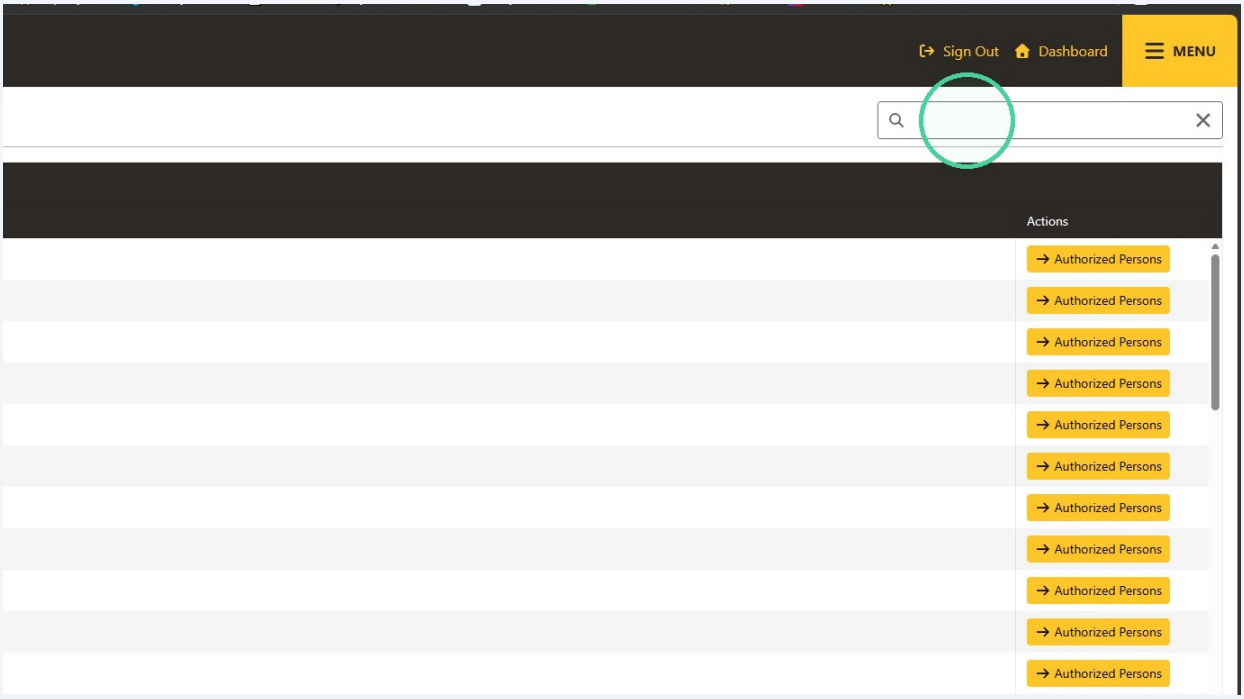


15 Select "Student Consent to Disclosure (FERPA Release) - Admin View."



16 This will open the FERPA Release Authorized Persons list for all students in App Center.

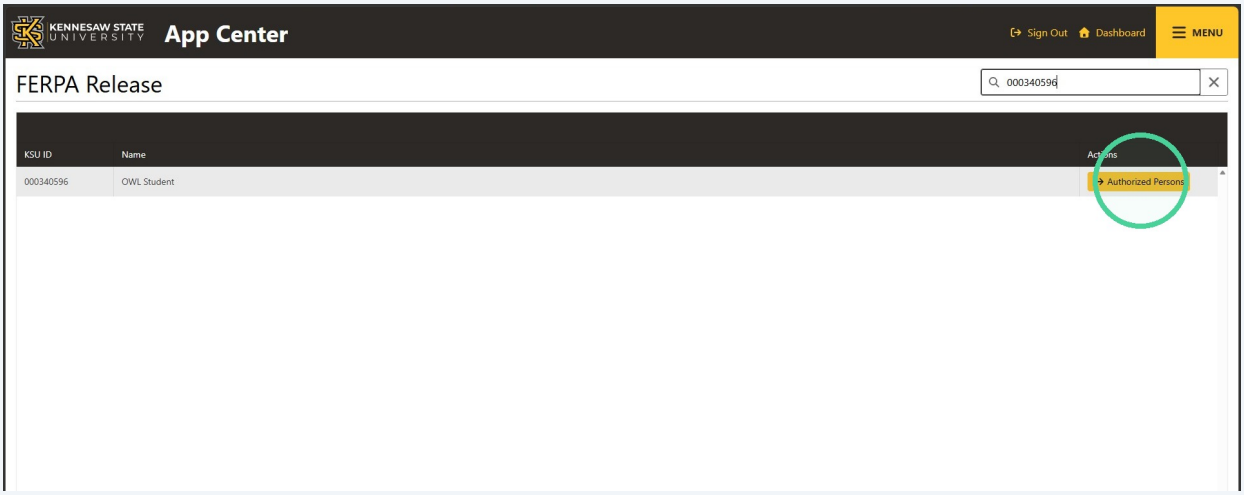
If you do not have access to this page, please contact service@kennesaw.edu.



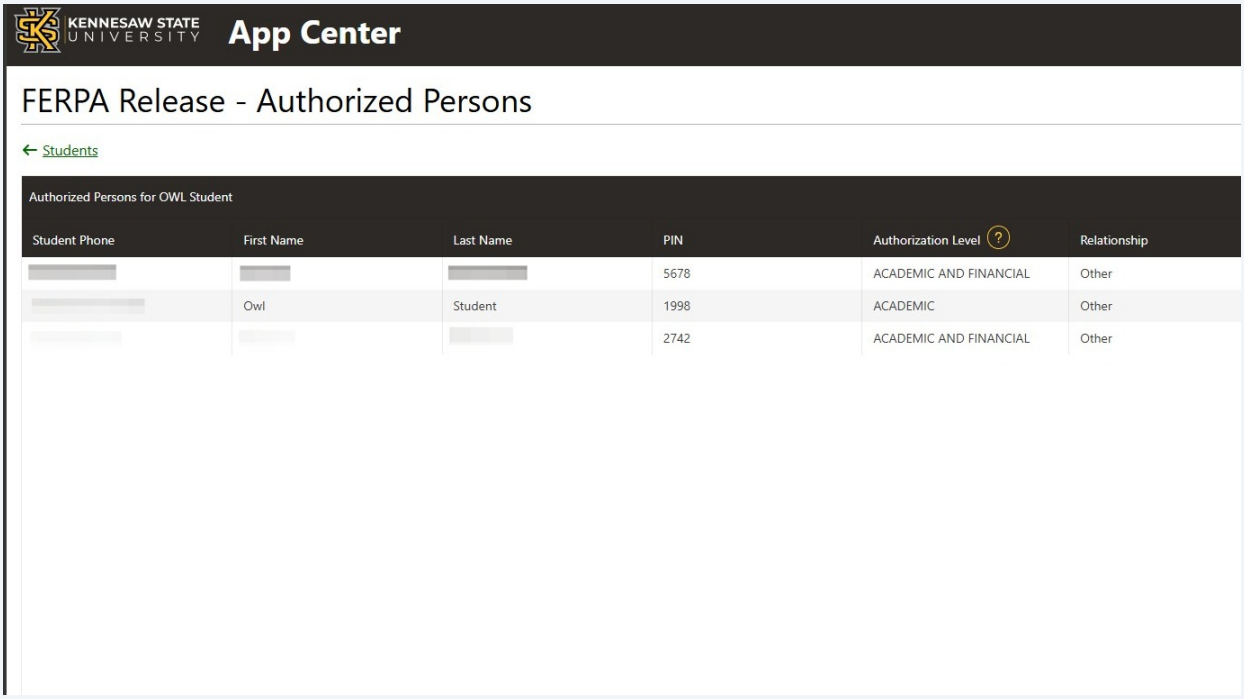
17 Search for the student record by KSU ID # or First and Last Name.

Select "Authorized Persons"

If the student you are searching for does not populate, this means they have not added any authorized persons to their consent list.



18 Ferpa Release - Authorized Persons List



19 View and confirm the authorization-level details to confirm what information can or cannot be shared.

Consult with the Registrar's office if you have additional concerns before releasing information.

