



FERPA

Online Student Educational Records Release Form

Release of Privileged Student Records to Authorized Persons

May 2012

Accessing the FERPA Online Form

1. LOG ON TO KEANWISE
2. ON THE STUDENT MENU UNDER "OTHER", CLICK ON "STUDENT EDUCATIONAL RECORDS RELEASE".

The screenshot shows the WebAdvisor for Students interface. The browser window title is "WebAdvisor for Students - Windows Internet Explorer". The address bar shows the URL: <http://shamrock.kean.edu/WebAdvisor/WebAdvisor?TOKENIDX=5033188012&type=M&constituency=WB>. The page content is organized into several columns and sections:

- Change Password** (top left)
- Financial Information** (middle left):
 - [Pay on My Account](#)
 - [Tuition and Fees Bill/Make a Payment](#)
 - [2011 Summer Billing and Payment Due Dates](#)
 - [Winter 2011 tuition & fees/payment/refund](#)
 - [Spring 2011 tuition & fees/payment/refund](#)
 - [Meal Plan Options](#)
 - [Flex Plan](#)
 - [Health Insurance Waiver](#)
 - [Bank Information \(U.S.\)](#)
- Financial Aid** (middle left):
 - [Financial aid status by year](#)
 - [Financial aid status by term](#)
 - [Financial aid award letter](#)
 - [Accept/Reject Loans \(New\)](#)
 - [Financial aid loan application](#)
 - [Change my requested loan amount](#)
 - [Financial Aid Appointment](#)
 - [Financial Aid Forms](#)
 - [Satisfactory Academic Progress \(SAP\) Policy](#)
 - [Foundation Scholarships Application](#)
 - [Foundation Scholarships Handbook](#)
- Communication** (bottom left):
 - [My Documents](#)
- Academic Profile** (top right):
 - [Grades](#)
 - [Midterm Grades](#)
 - [Grade Point Average](#)
 - [Transcript](#)
 - [Student Restrictions](#)
 - [Transfer Equivalency](#)
 - [Program Evaluation](#)
 - [Transcript Request](#)
 - [My class schedule](#)
 - [Address Change](#)
- Instructor/Advisor Information** (middle right):
 - [Faculty Office Hour](#)
 - [Search Office Hour by Faculty/Advisor Name](#)
- Resident Live** (middle right):
 - [Housing Application](#)
 - [Housing Assignment](#)
- Other** (bottom right):
 - [Student Timesheet](#)
 - [Student Educational Records Release](#) (highlighted with a red arrow)
 - [Clearinghouse Student Self-Service](#)
 - [Contact Information](#)

At the bottom of the page, there is a navigation bar with links: [CHANGE PASSWORD](#), [LOG OUT](#), [MAIN MENU](#), [STUDENTS MENU](#), and [CONTACT US](#). The WebAdvisor logo (3.1) and "POWERED BY DATATEL" are also visible.

Instructions to Students

Student Educational Records Release

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA limits release of student information to third parties without the student’s explicit written consent. You must complete this form if you wish for another individual such as your parents or spouse to have access to privileged information. By submitting this form you are authorizing Kean University to release information with regards to your student records to the designated persons upon their request. **This release will remain in effect until you have changed or revoke this authorization (you may revoke authorization by deleting the name of the person and clicking submit).**

Step 1: List the names of the authorized persons, their relationship to you, last 4 digits of their SSN and birth date (format MM/DD/YY).

Step 2: Assign a secret code to each authorized person. The secret code can be numeric, alpha or a combination. This code will be used to identify the authorized person and requested from them upon contact with Kean University. **Please be sure to notify your authorized persons of their secret code.**

Step 3: Assign to each authorized user the records you wish to have released to them by check marking items 1-6 to the correlating record. Please see key below.

Step 4: Click 'Submit'

- Academic Records [1]
- Student Financial Records [2]
- Health Records [3]
- Mental Health Records [4]
- Residence Life Records [5]
- Student Conduct Records [6]

Name	Relationship	Last 4 Digits of SSN	Birth Date	Secret Code	1	2	3	4	5	6
Mary Jane	Stepparent	3433	05/03/65	sa98	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
John Doe	Grandparent	7777	11/12/45	rain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By submitting this form you are authorizing Kean University to release information with regards to your student records to the designated persons upon their request.

SUBMIT

Students Immediately Receive Email Confirmation

Subject Line: STUDENT EDUCATIONAL RECORDS RELEASE CONFIRMATION

Dear [Student's Name]:

This email serves as proof of authorization for your educational records release. Please save and print this email for your records.

Release records to:

Mary Jane (Stepparent)

Student Financial Records

Health Records

Student Conduct Records

John Doe (Grandparent)

Academic Records

Health Records

Please be sure to inform your authorized persons of the secret code which you have created for them. The secret code will be used to verify their identity upon contact with Kean University. If you did not authorize this release of your records please contact the Office of Student Affairs as soon as possible.

The Office of the Vice President for Student Affairs

(908) 737-7080

studentaffairs@kean.edu

Kean University