



Complete FERPA Release

Overview

FERPA – Family Education Rights and Privacy Act ... It's the law. Regardless of age or who pays the bill, there are laws that prohibit us from disclosing student enrollment and financial information without authorization from the student.

If a student would like the University to be able to discuss financial matters and student records with a third party (like parents), then the student needs to complete the FERPA release form. This release may be submitted at any time during the year.

Process

1. After logging into Workday, click the **Profile** icon in the top right corner of the homepage.



2. Select **View Profile**



3. Select the **Personal** option on the left side of the profile.

Personal

4. Then click the **Additional Data** tab across the top menu and then the **Edit** button to the information that you would like to disclose on the FERPA Release.

Person's Name	Person's Relationship to You	Person's Address	Person's Phone Number	Person's Date of Birth	Person's Security Word for Verification	FERPA Release - Academic Records	FERPA Release - Financials
No items available.							

Edit

5. Once you have agreed, complete the form and select the information to be released to the parent or third party. Students can choose what information they want to release.



Complete FERPA Release

Instructions

By submitting the information below, I acknowledge and certify that I am the Student and I am authorizing Santa Clara University to release Financial and/or Academic Record information to the party(ies) listed below. I approve the information contained in this form. This authorization does not permit Third Parties to make any changes to this form.

FERPA Information Release

*Person's Name	*Person's Relationship to You	*Person's Address	*Person's Phone Number	*Person's Date of Birth	*Person's Security Word for Verification	FERPA Release - Academic Records	FERPA Release - Financials
No Data							

6. Click **OK**.

7. Click the **Done** button. To add another person, simply click the **Edit** button when done.

Note: Make sure your parents/third parties know the **security word** as they will be asked before providing any information on your account.