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, Navigate to your Student Profile by clicking the View Profile icon shown below.

2. Choose “Personal”

3. Then click the “Additional Data” tab and then “Edit” to the information that you would like to disclose on the FERPA Release.

4. 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.

5. Click OK.

6. Click the Done button. To add another person, simply click the edit button when done.

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