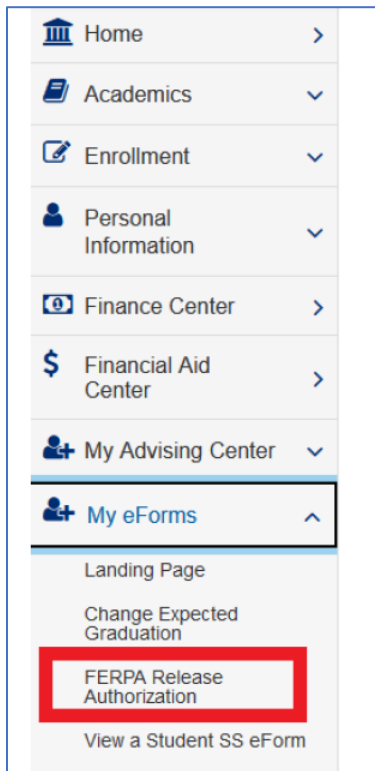


FERPA Release Authorization Job Aid – Student Self-Service eForm

1. In SIS , navigate to **My eForms** and select **FERPA Release Authorization** from the dropdown.



2. The form will appear as follows:

Create a FERPA Release Authorization Form : Authorization Details Form ID 101755

FERPA Release Authorization

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This release applies to the disclosure of educational records. The student authorizing the release of his/her educational records must submit this FERPA Release Authorization before UMass can release specified information. Third-party release is for informational purposes only.

Please note: The University of Massachusetts is a university system, and information, including but not limited to student records, may be shared between the different campuses/organizations.

To see the FERPA policies for your campus, you may select the link for your respective campus:

- **Boston:** <https://www.umb.edu/registrar/policies/ferpa>
- **Dartmouth:** <https://www.umassd.edu/registrar/ferpa-faq/>
- **Lowell:** <https://www.uml.edu/registrar/policies-and-procedures/ferpa.aspx>

Grant/Revoke Access to a Designee

You may wish to grant an authorized designee to one or more areas of access, or you may wish to revoke a designee's access to your education records. Be sure to update an individual by entering changes in the appropriate row(s), and selecting "Submit" at the bottom of the form.

To Add access for a designee:

1. Click the "+" button to add a new row (if necessary) in the "Person(s) to whom information may be released" section.
2. Enter the First Name and Last name of the designee who can receive information about you.
3. Choose the most accurate relationship the designee has with you.
4. Select the information that university employees can release to the designee. Below is a detailed explanation of the different access areas:
 - **Financial Records:** Access to your Financial Records data includes but not limited to financial aid, student finances, holds and housing.
 - **Academic Records:** Access to your Academic Records data includes but not limited to class enrollments, grades, unofficial transcript, degree progress, class performance, class participation, holds and academic advising.
 - **Both:** Access to both your Financial and Academic Records data.
 - **Other:** Limited or specific information you specify.
5. Select which campus(es) can release your information to the designee.
6. Choose the period the university can release the specified information to the designee. Selecting "My time at UMass" means while you are an active student at the university.
7. Specify a release code that the designee must provide the university for your information to be released.

Note: You must enter all fields for a designee for the university to release information to that individual.

To Revoke access for a designee:

1. Click the "-" button by the designee for whom you want to revoke access. Removing the designee will remove access to your data and preclude that individual from discussing your education record with any university staff, faculty, or business office, as stated by FERPA.
2. Be sure to update a designee by making changes in the appropriate row(s), and selecting "Submit" at the bottom of the form.

Your Details

Academic Institution UMDAR
 Name [Redacted]
 Student ID # [Redacted]

Person(s) to whom information may be released

First and Last Name	Relationship to You	Information	Campus	Timeframe	Release PIN
1 [Text Box]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Text Box] 0 [+] [-]

Form Action Items

Acknowledgement

1 No By clicking "Yes," I acknowledge that the above specified information will be released with my full consent. I understand that this authorization remains in effect for the time specified.

Comments

- Enter information in all fields including the Release PIN. The Release PIN will be required when your designee contacts the university so be sure to share it with your designee. If you or your designee forget the Release PIN, you may review your submitted form in SIS and provide the Release PIN to your designee.

Your Details

Academic Institution UMDAR
 Name [Redacted]
 Student ID # [Redacted]

Person(s) to whom information may be released

First and Last Name	Relationship to You	Information	Campus	Timeframe	Release PIN
1 Arnie Corsair	Parent	[Dropdown Menu Open: 1 - Financial, 2 - Academic, 3 - Both, 4 - Other]	UMass - Dartmouth	My time at UMass	[Text Box] 2027 [+] [-]

Form Action Items

Acknowledgement

1 Yes By clicking "Yes," I acknowledge that the above specified information will be released with my full consent. I understand that this authorization remains in effect for the time specified.

Comments

- If you wish to add more than one designee, select the and enter their information. When finished, change the **Acknowledgment** from No to Yes and then select Submit.
- You will receive confirmation that your form has been successfully updated.

Confirmation

You have successfully updated your FERPA Release Authorization Form.