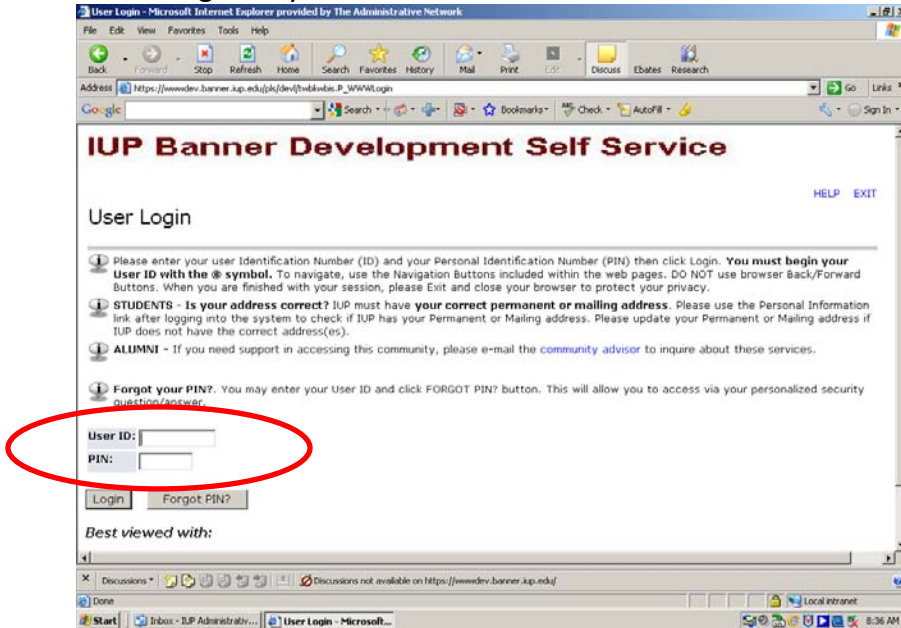


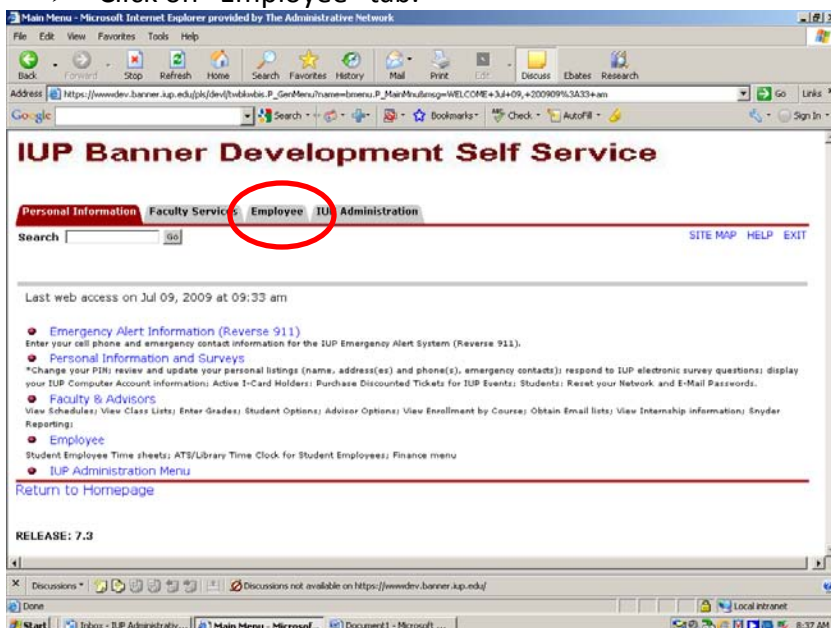
ADMINISTRATOR/EMPLOYEE STUDENT RECORD RELEASE AUTHORIZATION INSTRUCTIONS

This process allows you to view the individuals or entities to whom a student has authorized the release of his/her educational records. This is optional and the student can choose, or not choose, to release his/her educational record information. In the event you get an inquiry regarding a student's educational record, here are the instructions. The different types of educational records are defined within this document.

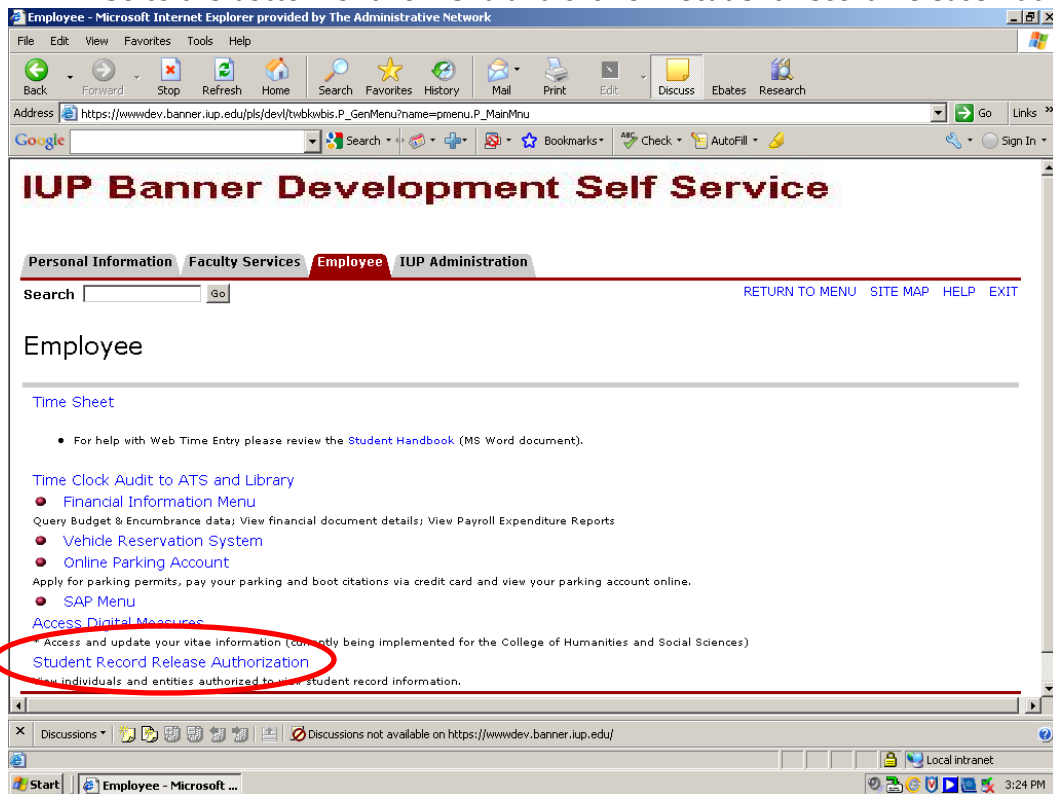
➤ Log in to your URSA account.



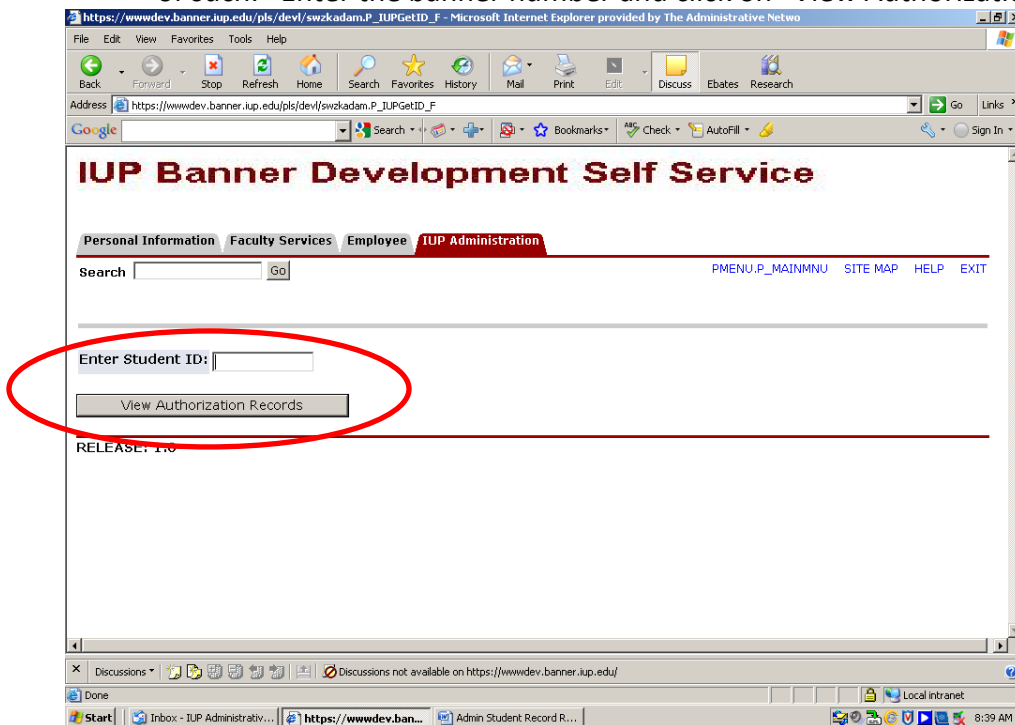
➤ Click on "Employee" tab.



- Go to the bottom of this menu and click on “Student Record Release Authorization”.



- Ask the inquirer for the student’s banner ID. Hopefully, they will have it. If they don’t, you will need to look it up. Not having a student’s banner ID does not prohibit an inquirer from getting a student’s information, if the student has authorized the release of such. Enter the banner number and click on “View Authorization Records”.



This screen displays several important items:

The 6 categories of information defined by IUP as “educational records”.

The definition of each category of information.

The individual to whom the student has granted access.

The security keyword and security phrase.

The categories of information to which the student has allowed access for each identified individual.

- After the inquirer identifies himself/herself and is listed as being allowed access (as shown below), ask the inquirer to give you BOTH the security keyword and security phrase. The student would have been instructed to give both.
- If the inquirer correctly gives you both, you can only release information specified in the “Allowed Access” column. In most cases, Deans, A-Deans, faculty members, advisors and the Registrar’s Office will be asked about academic, registration or directory information. Housing, financial aid and bursar inquiries should be directed to those offices.

View Authorization Records

@02546925

Student, Sample T

- * **Academic Records:** graduation, grades, academic standing, and probation/dismissal status.
NOTE: Transcripts and certifications which need to be mailed out require the student's **written**, dated request.
- * **Registration Records:** scheduling information and registration holds.
- * **Housing Records:** meal plan and IUP residency information.
- * **Financial Aid Records:** financial aid resources and amounts, academic progress explanation (may include grade information), specific information found on the Free Application for Federal Student Aid (FAFSA) and any other document received, financial or otherwise, by the Financial Aid Office from the parent and/or student.
- * **Bursar's Records:** student bill and transaction activities, refund information, install payments.
- * **Directory Information:** address, telephone number, dates and status of attendance, previous institutions attended; degrees conferred; major field of study and class; awards and honors, past & present participation in sports and e-mail user name.

Name/Address	Security	Allowed Access
Student, Father 456 Edie Road Somerset, PA 15501	Keyword: Rusty Phrase: I like dogs.	Academic Records Registration Records Bursar's Records Directory Information
Student, Mother 123 School Lane Indiana, PA 15701	Keyword: Majesty Phrase: My favorite day is Friday.	Academic Records Registration Records Housing Records Financial Aid Records Bursar's Records

As can be seen below, individuals other than parents can be granted educational record access, if the student so chooses. In keeping with the Family Education Rights and Privacy Act, (FERPA) those decisions are made by the student. The student can choose, or not choose, to release his/her educational record information.

Financial Aid Records: financial aid resources and amounts; academic progress explanation (may include grade information); specific information found on the Free Application for Federal Student Aid (FAFSA) and any other document received, financial or otherwise, by the Financial Aid Office from the parent and/or student.

* **Bursar's Records:** student bill and transaction activities, refund information, install payments.

* **Directory Information:** address, telephone number, dates and status of attendance, previous institutions attended; degrees conferred; major field of study and class; awards and honors, past & present participation in sports and e-mail user name.

Name/Address	Security	Allowed Access
Student, Father 456 Edie Road Somerset, PA 15501	Keyword: Rusty Phrase: I like dogs.	Academic Records Financial Aid Records Bursar's Records Directory Information
Student, Mother 123 School Lane Indiana, PA 15701	Keyword: Majesty Phrase: My favorite day is Friday.	Academic Records Registration Records Housing Records Financial Aid Records Bursar's Records Directory Information
Student, Rich Uncle 789 Lincoln Avenue Pittsburgh, PA 15209	Keyword: Money Phrase: My favorite color is green.	Registration Records Bursar's Records Directory Information

RELEASE: 1.0

These authorizations stay in place until the student deletes or edits them. He/she does not need to re-do these each semester of attendance.

If you have any questions, please contact the Office of the Registrar at 724-357-2217.