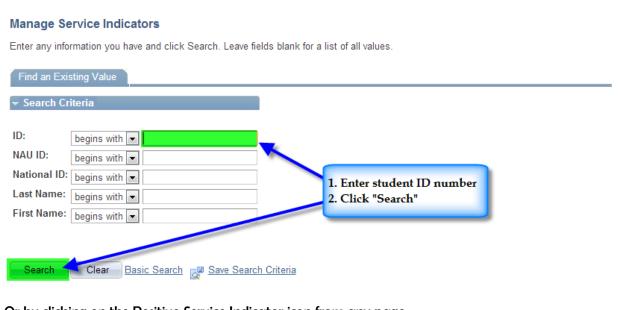# FERPA Release

The purpose of the FERPA release form is to facilitate the communication of student information to authorized individuals identified by the student. Once the form is received in the Registrar's Office, the information is entered and a positive service indicator then appears on the student's account.

If the student has not restricted access to "directory" (or public) information, you may release the following:	Do Not Release Without Written Authorization:
• Name • Address (local and permanent) • E-mail address • Telephone number • Major field of study • Participation in officially recognized activities and sports • Weight and height of members of athletic teams • Dates of attendance (enrollment verification) • Enrollment status (undergraduate or graduate, freshman, etc., full-time or part-time) • Degrees, honors, and awards received • Institution most recently previously attended	• Student ID number • Student ID Photo • Grades/Exam Scores • Grade Point Average • Social Security Number • Parent Address/Phone • Detail of Registration Information (i.e., courses, times) • Race, Ethnicity, or Nationality • Gender • Total Credits • Number of Credits Enrolled in a term • Emergency Contact

1. To view the Service Indicator page, follow these links:
   Main Menu> Campus Community> Service Indicators> Person> Manage Service Indicators
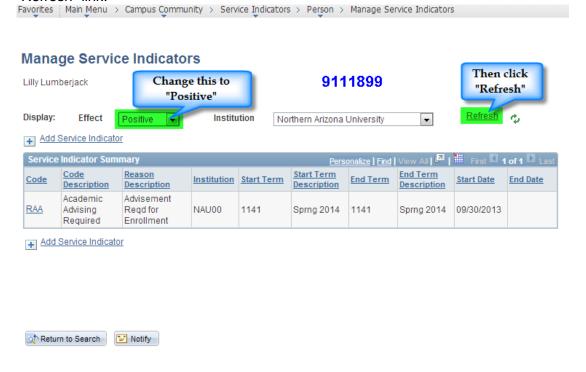

Or by clicking on the Positive Service Indicator icon from any page.

2. Verify the student's name, and click on the "RA6" hyperlink to view to whom the student authorized NAU to release information.

Manage Service Indicators

Lilly Lumberjack   **Verify Student's Name**   **9111899**

Display: Effect [All ▼]   Institution [Northern Arizona University ▼]   Refresh

➕ Add Service Indicator

| Service Indicator Summary | | | | | | | | | | Personalize \| Find \| View All \| First 1-2 of 2 Last |
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
RA6	Release of information on file	Registrar's Office	NAU00	1134	Sum 2013			07/12/2013	
RAA	Academic ... ...ent	...t Reqd ...nt **Click here to see more information.**	NAU00	1141	Sprng 2014	1141	Sprng 2014	09/30/2013	

➕

🔍 Return to Search   📧 Notify

a. If you do not see the "RA6" option, change the effect drop box to "Positive" then click the "Refresh" link.

Manage Service Indicators

Lilly Lumberjack   **Change this to "Positive"**   **9111899**   **Then click "Refresh"**

Display: Effect [Positive ▼]   Institution [Northern Arizona University ▼]   Refresh

➕ Add Service Indicator

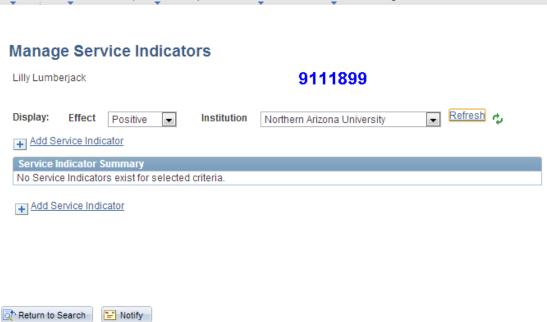| Service Indicator Summary | | | | | | | | | | Personalize \| Find \| View All \| First 1 of 1 Last |
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
RAA	Academic Advising Required	Advisement Reqd for Enrollment	NAU00	1141	Sprng 2014	1141	Sprng 2014	09/30/2013	

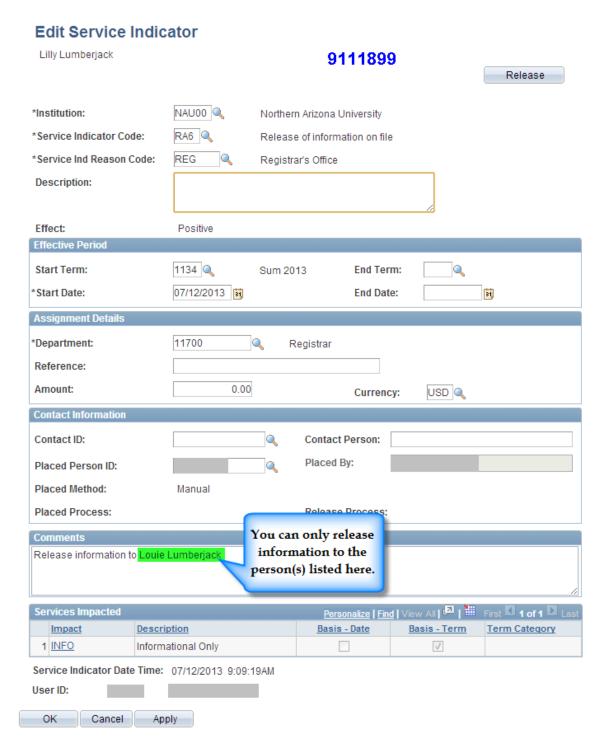➕ Add Service Indicator

🔍 Return to Search   📧 Notify

b. If you still cannot see the "RA6" option, then the student does not have a release on file. **You cannot release any information regarding the student's account without seeking the student's approval first.**

Manage Service Indicators

Lilly Lumberjack   **9111899**

Display:	Effect	Positive ▾	Institution	Northern Arizona University ▾	Refresh ↻

⊞ Add Service Indicator

Service Indicator Summary
No Service Indicators exist for selected criteria.

⊞ Add Service Indicator

🔍 Return to Search   ✉ Notify

3. View the "Comments" section to see who you can talk to regarding the student's account.

   a. If the name listed in the "Comments" sections does not match the person you are talking to, you CANNOT release information without seeking further approval from the student.

   EX: If you are talking to Leroy Lumberjack, and the release is to Louie Lumberjack, you cannot release the information.

   NOTE: *Ask for the requestor's name BEFORE you look for the authorized person(s)' name. This prevents the caller from claiming someone else's identity. Yes, it happens.*