

# Welcome to the Student Consent to Disclosure form

- x The Student Consent to Disclosure form allows students to grant a third party, such as a parent or spouse, access to discuss their education records with KSU faculty and staff.
- x The Family Educational Rights and Privacy Act (FERPA), a federal law that ensures the privacy of student academic records, specifies that only directory information like the student's name, major field of study, and enrollment status, can be released to other parties without the student's consent. Information like J1 (i)-10.3 (o i)

5. Select the phone number you can be contacted at, should any questions.

6. In the Authorized Third Party section, enter the name, phone number, and relationship of who you want to grant access to.

7. Create a unique, 4-digit numeric PIN (Personal Identification Number)\* for the person you granting access.

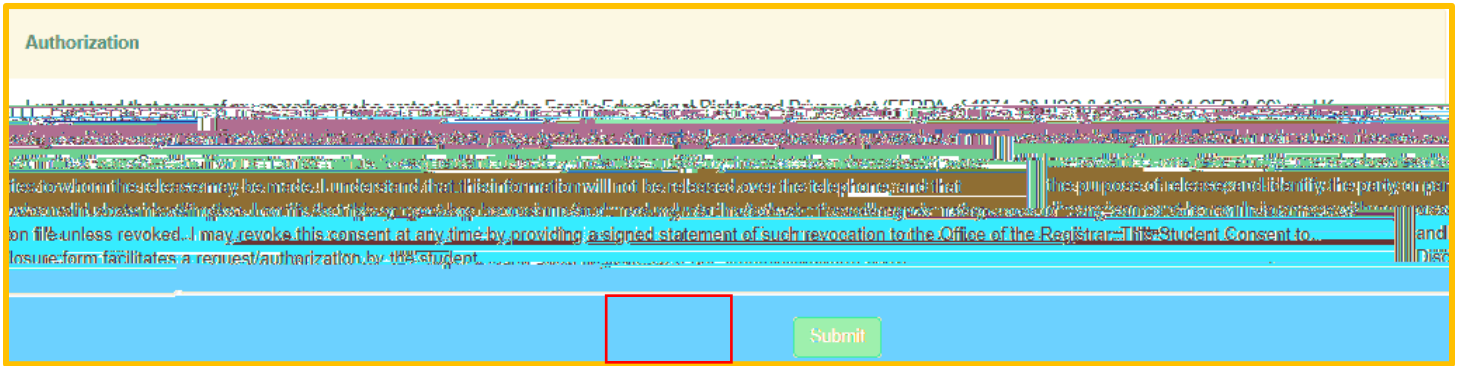
V"TG"ò3 <0ZFGbi0õrT,,q!@Øá &'¶f Ñ &'µ5E ¶lg \*E•#ÒG"rG.&âi @ Ã „qâiG! õpÃ "q' %oX• €

9. Read the authorization section and click submit.

x Note: This authorization will remain in effect until it is revoked by you. To revoke the FERPA authorization, you must remove the access by selecting the Delete button in the Action Column of the ~~table~~.

10. You will receive a notification that your submission was successful. Click back to dashboard to view the addition/ 0.025 n/ 0.025 n/ 0-30.g s.

3. Read the authorization section and click submit.



The screenshot shows a form titled "Authorization" with a light yellow header. The main content area is white and contains text, including a reference to FERPA (2003) and a statement about the purpose of the release. At the bottom of the form, there is a blue bar containing a red-outlined button and a green "Submit" button.

4. You will receive a notification that your submission was successful.

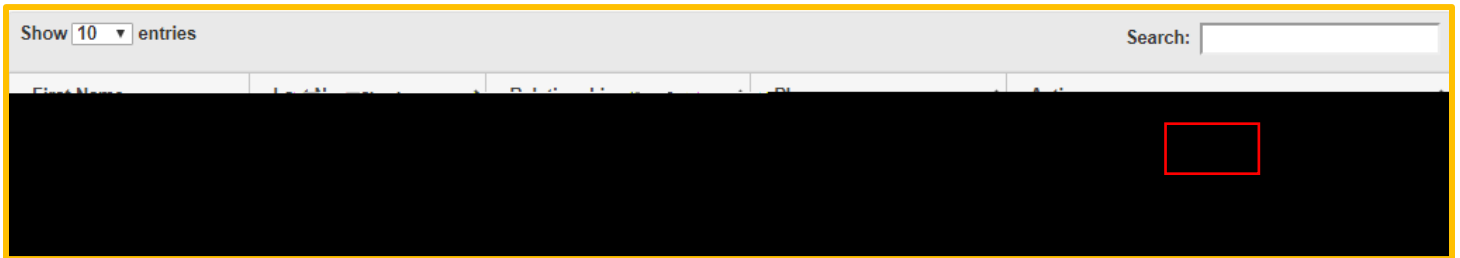


The screenshot shows a notification message in a white box with a light yellow header that says "Student Consent to Disclosure". In the top right corner of the notification area, there is a red-outlined button labeled "Back to Dashboard".

## Instructions for Students Deleting Access

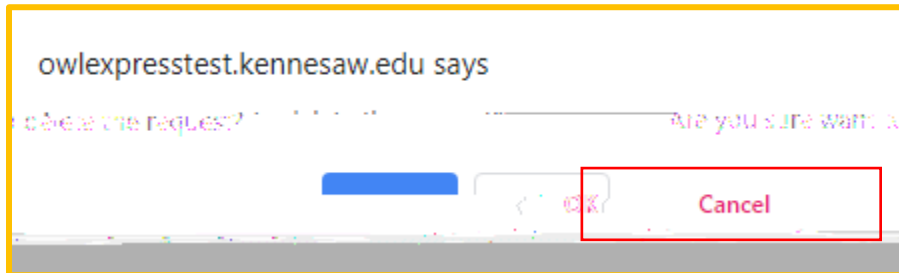
Below are the instructions on how to remove access from a third party

1. From the Dashboard, under the Action column, select the Delete button.



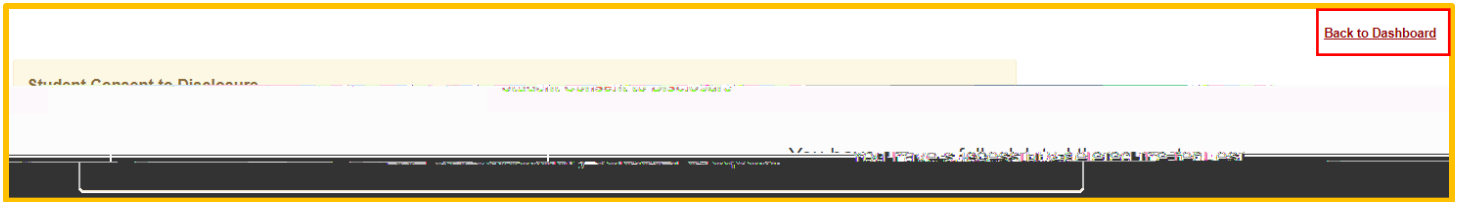
The screenshot shows a dashboard interface with a table. At the top left, it says "Show 10 entries" and at the top right, there is a "Search:" field. The table has columns for "First Name", "Last Name", "Email", "Phone Number", and "Action". In the "Action" column, there is a red-outlined button.

2. A popup will appear. Select ok to delete access, or cancel to keep access.



The screenshot shows a confirmation dialog box. The text at the top says "owlexpresstest.kennesaw.edu says". Below that, it asks "Are you sure want to delete the request?". At the bottom, there are two buttons: a blue "OK" button and a red-outlined "Cancel" button.

3. You will receive notification that your deletion was successful.



4. When you are back in the Dashboard, the selected individual no longer appear.



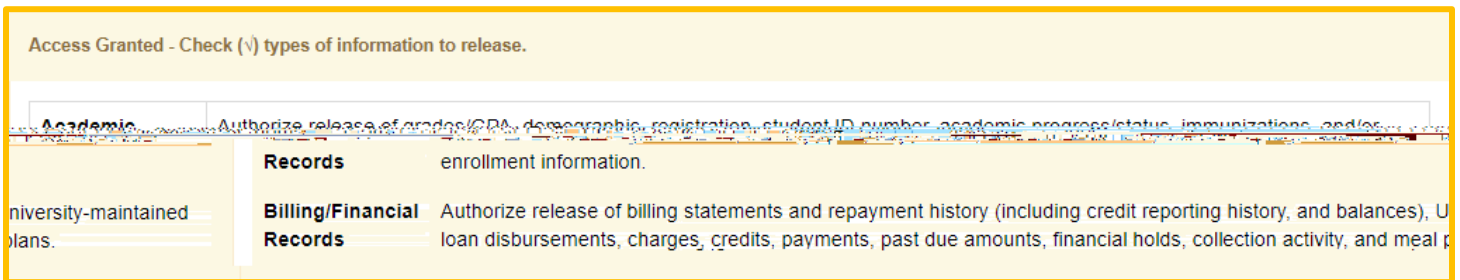
## Instructions for Students View Access

Below are the instructions on how to remove access from a third party

1. From the Dashboard, under the Action column, select the View button.



2. You can view the access granted per period in the Access Granted section.



3. Select the Back to Dashboard link at the top right of the page to view or make further edits.