






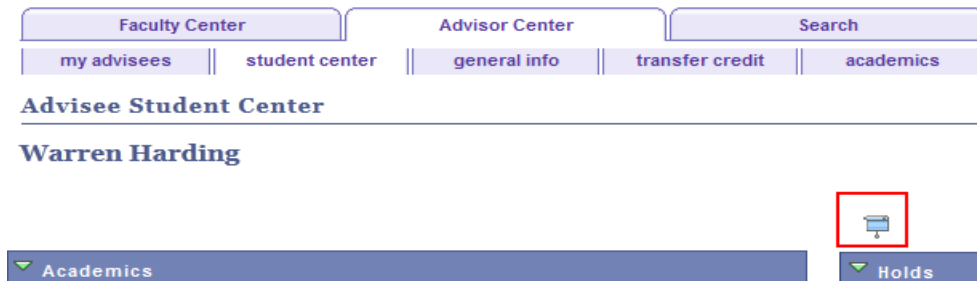
## Viewing FERPA Information

The Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) give students the right to control the disclosure of personal information on their student records. The FERPA icon  appears when the student's information has restrictions. You can click the icon to view their releasable information.

To view the student's releasable information, you will need to:

- Click the  button
- Click the appropriate links: Releasable Name, Releasable Address, Releasable Phone, or Releasable Email.

1. When viewing a student's information with a FERPA restriction, click the  icon.



The screenshot shows the top navigation area of the Advisor Center. It includes three main tabs: "Faculty Center", "Advisor Center", and "Search". Under "Faculty Center" are "my advisees" and "student center". Under "Advisor Center" are "general info", "transfer credit", and "academics". Below these is the "Advisee Student Center" section for "Warren Harding". At the bottom, there are two expandable sections: "Academics" and "Holds". A red box highlights the FERPA icon (a computer monitor with a lock) located to the right of the "Holds" section.

2. When the **Releasable FERPA Directory Information** page opens, click the desired link, such as *Releasable Address*.

### Releasable FERPA Directory Information

Warren Harding



The screenshot shows the "Releasable FERPA Directory Information" page for Warren Harding. It features a table with the following data:

Bio/Demo Data			
<b>Date of Birth:</b>	11/16/1988	<b>Birth Location:</b>	<input checked="" type="checkbox"/> <b>Employee</b>
<b>Gender:</b>	Male	<b>Marital Status:</b>	<input type="checkbox"/> <b>Contingent Worker</b>
			<input checked="" type="checkbox"/> <b>Person of Interest</b>

Below the table, it states "No Photo Designated" and "Releasable".

[Releasable Name](#)   [Releasable Address](#)   [Releasable Phone](#)   [ReleasableEmail](#)



3. Depending on the link you selected, the releasable information is displayed.

**Releasable Addresses**

Warren Harding

Addresses		Find   View All	First	1 of 2	Last
<b>Address Type:</b>	Home				
<b>Country:</b>	USA United States				
<b>Address:</b>	123 Any Street Columbia, NY 11225				

4. When viewing the releasable information, be sure to check that you are viewing all the information by clicking the **View All** link

**Releasable Addresses**

Warren Harding

Addresses		Find   <u>View All</u>	First	1 of 2	Last
<b>Address Type:</b>	Home				
<b>Country:</b>	USA United States				
<b>Address:</b>	123 Any Street Columbia, NY 11225				

Click **View All**



5. For example, this student has two releasable addresses.

**Releasable Addresses**

Warren Harding

Addresses		Find   View 1	First	1-2 of 2	Last
<b>Address Type:</b>	Home				
<b>Country:</b>	USA United States				
<b>Address:</b>	123 Any Street Columbia, NY 11225				
<b>Address Type:</b>	Permanent				
<b>Country:</b>	USA United States				
<b>Address:</b>	123 Any Street Columbia, NY 11225				

Two Releasable Addresses

6. When satisfied with viewing the information, click the **Return** button twice (x2) to return to the **Advisee Student Center** page.