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:

- 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

Do Not Release Without Written Authorization:

- 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

   1. Enter student ID number
   2. Click "Search"

   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.

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