View Authorization to Release Faculty/Advisor/Staff Guide

SJSU SAN JOSÉ STATE UNIVERSITY

Students may grant consent for their designated person (parent or legal guardian) to university officials to disclose student record information as prescribed by FERPA. If a student has authorized a designee for their protected academic records to be disclosed to, you may access MySJSU to view the authorization. This guide will provide you the steps to look up the student and verify the person inquiring has been authorized by the student as a designee to disclose the requested information to. Go to Family Educational Rights and Privacy Act (FERPA) to learn more about how SJSU protects the privacy of student records.

The person inquiring must provide the following information to you first:
1. Student Information:
   a. SJSU ID
   b. Primary Name on student record
2. Inquirer Information:
   a. First and Last Name
   b. Access Code
   c. Student information requesting

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1. Login to MySJSU (PeopleSoft).

   Go to one.sjsu and click the **MySJSU** tile to log in.
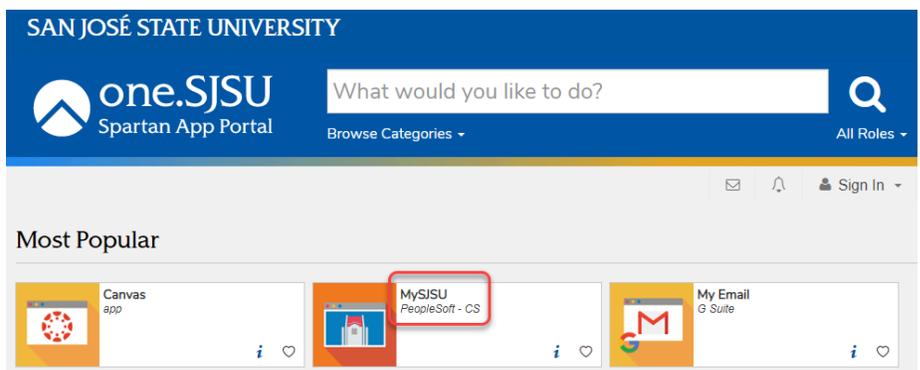
2. ***Navigate** to the Authorize to Release - Admin page*

   Go to the **NavBar** icon and click the one you have.

   Then click **Menu** > Campus Community > Personal Information (Student) > Biographical (Student) > Student FERPA > Authorization to Release > Use > **Authorize to Release - Admin**
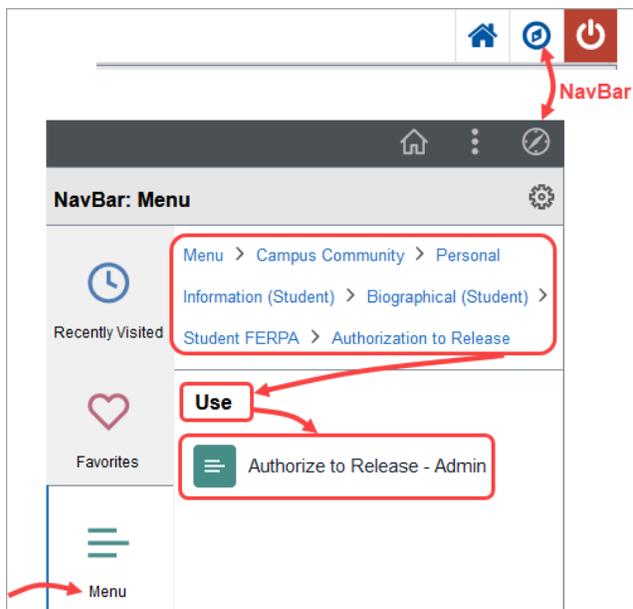
3. Enter the student **SJSU ID** provided by the person inquiring. Click the **Search button**.

> **Autho to Release Admin 2020**
>
> Enter any information you have and click Search. Leave fields blank for a list of all values.
>
> **Find an Existing Value**
>
> ▼ **Search Criteria**
>
> ID | begins with ▾ | [____]
> Campus ID | begins with ▾ | [____]
> Local Campus ID | begins with ▾ | [____]
> National ID | begins with ▾ | [____]
> Last Name | begins with ▾ | [____]
> First Name | begins with ▾ | [____]
> ☐ Case Sensitive
>
> Search Clear Basic Search 🔲 Save Search Criteria

4. **All information** **in the next steps must be verified before disclosing student information. If any one of the items cannot be verified, you may** **NOT** **disclose student information.**

5. Confirm the **Student Name** matches the name provided by the person inquiring.

6. **Verify** there is an entry that matches the inquirer's information to a designee that has been authorized: **First Name, Last Name, and Access Code**.

7. If the personal information matches, check the **Expiration Date** to ensure the designee's authorization has **NOT expired**.

    Access expires at midnight of the expiration date. Information **cannot** be disclosed after the expiration date.

8. If the authorization **has not expired**, verify the requested information pertains to an entry (**Department** and **Records to be Released)** that the student has authorized this designee.

9. **If** **ALL** **information verifies, disclose information. If not,** **DO NOT** **disclose information.**

> **Authorize to Release Information - Current Status**
>
> (6) **Student Name:** [____]   **EMPLID:** [____]
>
> **Admissions:** May release information pertaining to your admission status.
>
> **Bursar's Office:** May release charges, payments, and refunds posted on your student account, including financial aid, waiver and sponsor disbursements, etc.
>
> **Financial Aid and Scholarship Office:** May release financial aid and scholarship information, including student account activity, awards and disbursements, and enrollment and academic data related to your eligibility for financial aid.
>
> **Office of the Registrar:** May release academic record information, such as grades, enrollment, progress toward degree, academic standing, etc.
> **Note:** Other departments with access to academic records may also release such information.
>
> **University Housing Services:** May release housing financial, application and assignment information including charges and payments posted on your student account, application status and preferences and room assignment.
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> **Authorization to Release Record(s) to Designee**
>
> **Authorized Records to be Released to**   (8) First ◀ 1-2 of 2 ▶ Last
>
> (7) | **First Name** Jane | **Last Name** Spartan | **Access Code** 4955 | **Expiration Date** 03/15/2022 |
>
> Personalize | Find | 🔲 | 📊   First ◀ 1-3 of 3 ▶ Last
>
> | | **Department** | **Records to Be Released** | **Purpose of Release** |
> |---|---|---|---|
> | 1 | Admissions | Graduate Admission Status (Credential, Master's, Doctoral) | Provide assistance with getting into graduate program |
> | 2 | Bursar's Office | Access to All Student Financial Information | Provide assistance with tuition and fees |
> | 3 | University Housing Services | Access to All Housing Financial Information | Provide assistance with student housing |
>
> (8)
>
> (7) | **First Name** Sammy Sr | **Last Name** Spartan | **Access Code** 5594 | **Expiration Date** 03/31/2021 |
>
> Personalize | Find | 🔲 | 📊   First ◀ 1-2 of 2 ▶ Last
>
> | | **Department** | **Records to Be Released** | **Purpose of Release** |
> |---|---|---|---|
> | 1 | Financial Aid and Scholarship Office | Access to All Financial Aid Information | Provide assistance with school |
> | 2 | Office of the Registrar | Access to All Academic Record Information | Provide assistance with school |