

# ADMINISTRATOR/EMPLOYEE STUDENT RECORD RELEASE AUTHORIZATION INSTRUCTIONS

This process allows you to view the individuals or entities to whom a student has authorized the release of his/her educational records. This is optional, and the student can choose, or not choose, to release his/her educational record information. In the event you get an inquiry regarding a student's educational record, here are the instructions. The different types of educational records are defined within this document.

1. Sign into **My IUP** using your IUP network account.
2. Click the **Academics** link.
3. In the **Student Information** section, click **Student Record Release Authorization**.
4. Not having a student's banner ID does not prohibit an inquirer from getting a student's information, if the student has authorized the release, enter the banner number and click on **View Authorization Records**.

The screenshot shows the top navigation bar of the MyIUP website. On the left is the IUP logo. To its right is the text "INDIANA UNIVERSITY OF PENNSYLVANIA" and "URSA | A SERVICE OF MYIUP". Below this is a horizontal menu with buttons for "Personal Information", "Alumni & Friends Services", "Student Services", "Financial Aid", "Faculty Services", "Employee", and "IUP Administration". Below the menu is a search bar with the label "Search", a text input field, and a "Go" button. To the right of the search bar are links for "RETURN", "SITE MAP", "HELP", and "EXIT". Below the search bar is a section for entering a student ID, with the label "Enter Student ID:" and a text input field. Below this is a large red button labeled "View Authorization Records".

RELEASE: 1.0

**This screen displays several important items:**

- The 6 categories of information defined by IUP as “educational records.”
  - The definition of each category of information.
  - The individual to whom the student has granted access.
  - The security keyword and security phrase.
  - The categories of information to which the student has allowed access for each identified individual.
5. After the inquirer identifies himself/herself and is listed as being allowed access (as shown below), ask the inquirer to give you BOTH the security keyword and security phrase. The student would have been instructed to give both.
  6. If the inquirer correctly gives you both, you can only release information specified in the “Allowed Access” column. In most cases, Deans, A-Deans, faculty members, advisors and the Registrar’s Office will be asked about academic, registration or directory information. Housing, financial aid and bursar inquiries should be directed to those offices.



Search  Go

Enter Student ID:

View Authorization Records

- @00284930
- Hawkins, Norm N
- \* **Academic Records:** graduation, grades, academic standing, and probation/dismissal status.  
**NOTE:** Transcripts and certifications which need to be mailed out require the student's **written**, dated request.
- \* **Registration Records:** scheduling information and registration holds.
- \* **Housing Records:** meal plan and IUP residency information.
- \* **Financial Aid Records:** financial aid resources and amounts, academic progress explanation (may include grade information), specific information found on the Free Application for Federal Student Aid (FAFSA) and any other document received, financial or otherwise, by the Financial Aid Office from the parent and/or student.
- \* **Bursar's Records:** student bill and transaction activities, refund information, install payments.
- \* **Directory Information:** address, telephone number, dates and status of attendance, previous institutions attended; degrees conferred; major field of study and class; awards and honors, past & present participation in sports and e-mail user name.

Name/Address	Security	Allowed Access
Hawkins, Mother 123 Oak Grove St. Indiana, PA 15701	Keyword: Worms Phrase: Early Bird	Academic Records Registration Records Financial Aid Records Bursar's Records Directory Information
Hawkins, Father 123 Oak Grove St. Indiana, PA 15701	Keyword: Soar Phrase: Fly High	Academic Records Registration Records Financial Aid Records Bursar's Records Directory Information

As shown below, individuals other than parents can be granted educational record access. In keeping with the Family Education Rights and Privacy Act, (FERPA) those decisions are made by the student.

Name/Address	Security	Allowed Access
Raven, Aunt 456 Alternative Ave. Indiana, PA 15701	Keyword: Feathers Phrase: Flock Together	Academic Records Registration Records Financial Aid Records Bursar's Records Directory Information

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These authorizations stay in place until the student deletes or edits them. Renewals are unnecessary.

If you have any questions, please contact the Associate Registrar for Student Records in the Office of the Registrar at 724-357-2217.