

## Completing an Online FERPA Waiver Authentication via Self-Service Banner

1. Login to Self-Service Banner (SSB)
2. Go to the Student tab (Student and Financial Aid menu)
3. Click on the FERPA Menu link

### Student and Financial Aid

#### Admissions

Apply for Admission or Review Existing Applications

#### Registration

Look up classes, check your class schedule.

#### Student Records

View your holds, grades, transcripts, and degree evaluations (CAPP)

#### Student Account

View your account summaries, statement/payment history and tax

#### Health Center

Meningitis Immunization Survey

#### Student Senate Elections

#### FERPA Menu

FERPA Waiver Authentication Survey

RELEASE: 8.5.1

#### 4. Two Options on the FERPA Menu:

- Add New FERPA Waiver Authentication Survey
- View/Edit Waiver Authentication Survey

#### 5. To enter a FERPA waiver, click the Add option

### FERPA Menu

The Family Educational Rights and Privacy Act of 1974 is a federal law that establishes the privacy rights of students (parents if the student is under 18) with regard to educational records.

The college cannot discuss your student account with you, a parent, or other third party over the phone or in person unless you complete the FERPA Waiver Authentication Survey. This will authorize the college to release information to you or that party if the password you have designated is supplied.

To create a FERPA password, and setup access to your account, you must complete the FERPA Waiver Authentication Survey (links below).

[Add New FERPA Waiver Authentication Survey](#)

[View/Edit FERPA Waiver Authentication Survey](#)

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Information  
Text

## FERPA

Name: : Angela M Spackmann Term: 999999 The End of Time Survey Status: Not Completed

\* - indicates a required field.

### FERPA WAIVER AUTHENTICATION

The Family Educational Rights and Privacy Act of 1974 is a federal law that establishes the privacy rights of students (parents if the student is under 18) with regard to educational records.

SUNY Adirondack will uphold student confidentiality rights and protect access to information as provided by the Family Educational Rights to Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). The act applies to all individuals formerly and currently enrolled at SUNY Adirondack. No exclusion is made for non-U.S. citizen students. However, the act does not apply to a person who has applied for admission, but who never actually enrolled in or attended the institution, and deceased persons. Except as allowed by law, information from the student's record will only be released with the consent of the student.

I understand that I must provide consent for SUNY Adirondack to disclose personally identifiable information from my educational records to anyone other than myself.

I understand that in order for SUNY Adirondack to disclose information over the phone the college must authenticate the caller.

I understand that I am not required to complete this FERPA Waiver Authentication survey if I do not wish consent to be granted or if I do not want to receive information over the phone.

By clicking on the Next button below to continue this survey, I am acknowledging that I have read and understand the above statements.

**Please note:** To exit this FERPA Waiver Authentication survey without completing it, do not click the Next Page button below and simply navigate to another area of Self Service Banner using the tabs above.

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Next Page

← — — — Click Next Page

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## 6. Fill in information on person for whom student is granting some disclosures or permissions

## FERPA

Name: : Angela M Spackmann Term: 999999 The End of Time Survey Status: Not Completed

\* - indicates a required field.

### PERSON / RELATION INFORMATION

Enter the name and relation of the person to whom you would like to grant/not grant disclosure(s) and/or permission(s):

\* First Name:

\* Last Name:

\* Relationship to Student: Self

If other, enter relationship:

} Fill in Person Information

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Prior Page

Next Page

← — — — Click Next Page

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7. Enter a password for this person

FERPA

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**Name:** : Angela M Spackmann    **Term:** 999999 The End of Time    **Survey Status:** Not Completed

\* - indicates a required field.

**FERPA PASSWORD**

In order for your information to be disclosed to Jane Doe over the phone, the FERPA password you enter below and your Banner Student ID must be provided. Only the records/information you choose on the following screens will be disclosed or discussed with this individual.

Enter a FERPA password to be used in the event that Jane Doe requests your student information be disclosed to him/her over the phone.

\* FERPA Password:

**Please note:** Your FERPA password can be up to 10 characters in length. It cannot be set to your date of birth, your Banner Student ID, or your Social Security Number.

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RELEASE: 8.2S1.5

8. Select which items you would like to disclose to the person for whom you are filling out the FERPA waiver

FERPA

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**Name:** : Angela M Spackmann    **Term:** 999999 The End of Time    **Survey Status:** Not Completed

\* - indicates a required field.

**DISCLOSURES & NONDISCLOSURES**

**Note:** Access to Financial Aid Information can be granted through filing paperwork directly with the Financial Aid Office.

I am hereby granting consent for the following records/information to be disclosed or not disclosed to Jane Doe as indicated below:

- \* Admissions Records:  
 Do Not Disclose     Disclose
- \* Attendance Records:  
 Do Not Disclose     Disclose
- \* Billing/Student Account Information:  
 Do Not Disclose     Disclose
- \* Grades:  
 Do Not Disclose     Disclose
- \* Graduation Information:  
 Do Not Disclose     Disclose
- \* Schedule:  
 Do Not Disclose     Disclose

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9. Select whether or not to grant this person permission to speak to specific campus offices/personnel

FERPA

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**Name:** : Angela M Spackmann    **Term:** 999999 The End of Time    **Survey Status:** Not Completed

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\* - indicates a required field.

**PERMISSIONS**

I hereby grant permission for Jane Doe to speak with the following person(s):

\* Accessibility Services Personnel:  
 Do Not Grant     Grant

\* Advisor/Counselor:  
 Do Not Grant     Grant

Change permission options as desired

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10. Review summary of all responses

- Use *Prior Page* buttons to go back and make corrections

FERPA

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**Name:** : Angela M Spackmann    **Term:** 999999 The End of Time    **Survey Status:** Not Completed

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\* - indicates a required field.

**CONFIRM AND SUBMIT**

Please review your information and answers below. If changes are necessary, you may make changes by using the Prior Page buttons at the bottom of the page. Once all information appears correctly on this summary page, you must click the Submit button to put this FERPA waiver into effect.

**This FERPA waiver applies to the release/non-release of my information to:**

**Name:** Jane Doe  
**Relationship:** Parent

**Disclosures & Non-Disclosures**

<b>Admissions Records:</b>	Do Not Disclose
<b>Attendance Records:</b>	Do Not Disclose
<b>Billing/Student Account Information:</b>	Disclose
<b>Grades:</b>	Do Not Disclose
<b>Graduation Information:</b>	Disclose
<b>Schedule:</b>	Do Not Disclose

**Permissions**

<b>Accessibility Services Personnel:</b>	Disclose
<b>Advisor/Counselor:</b>	Do Not Disclose

Summarizes all answers for review

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11. Once submitted, directed to confirmation screen

The screenshot shows the SUNY Adirondack website interface. At the top, there is a navigation menu with tabs for Personal Information, Student, Financial Aid, Faculty Services, Employee, and WebTailor Administration. Below the menu is a search bar and links for SITE MAP, HELP, and EXIT. The main heading is "FERPA List". A green message box states "✓ Your FERPA entry has been Saved...". Below this is a table with columns for Key, Password, Admissions, Attendance, Billing, Grades, Graduation, Schedule, Accessibility Services, and Advisor/Counselor. The first row shows "Jane\_De" with a password field that says "Hover Here". The table also includes "Records Access Permissions" and "Div/Dept Grants" sections. Annotations include a red circle around the confirmation message, a red arrow pointing to it, and a red dashed line labeled "Confirmation". Another red circle is around the "Edit Delete" buttons, with a red arrow pointing to it and a red dashed line labeled "Options for each". A red circle is around the "Hover Here" text, with a red arrow pointing to it and a red dashed line labeled "Hover mouse here to show password". A red bracket on the left side of the table is labeled "All FERPA waivers entered show here".

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12. Delete will prompt user to confirm deletion of the entry

The screenshot shows the SUNY Adirondack website interface. At the top, there is a navigation menu with tabs for Personal Information, Student, Financial Aid, Faculty Services, Employee, and WebTailor Administration. Below the menu is a search bar and links for SITE MAP, HELP, and EXIT. The main heading is "Delete FERPA". Below the heading is a question: "Are you sure you want to delete this record?". At the bottom, there are two buttons: "Delete" and "Cancel". Annotations include a red circle around the "Delete" button, a red arrow pointing to it, and a red dashed line labeled "Click Delete to confirm; Cancel to cancel the delete".

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**13. Edit will bring you back to beginning of survey, but as you go through it, the data already entered for that person will be pre-filled.**

FERPA

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FERPA

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**PERSON / RELATION INFORMATION**

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\* First Name:

\* Last Name:

\* Relationship to Student:

If other, enter relationship:

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**Pre-filled information**

\* First Name:

\* Last Name:

\* Relationship to Student: