

FERPA RELEASE

STEPS *HawkWeb Navigation:* Student Center → FERPA Release

The screenshot shows the Student Center interface. On the left is a navigation menu with options like 'Class Search / Browse Catalog', 'Academic Planning', and 'Academic Records'. The 'FERPA Release' link is highlighted in yellow at the bottom of this menu. The main content area shows 'Campus Community' links such as 'My Webmail', 'My Hawk Center', and 'My Housing Assignment'. A 'COVID 19 Authorization' box is visible on the right, showing 'Authorized' and an 'UPDATE Authorization' link.

1. Click on the FERPA Release link
2. Check the boxes to select authorization of which information to release
3. Enter the name and email address to release consent to the authorized individual. Mailing address is optional.
4. Click the Submit button

AUTHORITY FOR RELEASE OF INFORMATION

Click the link below to review the FERPA Statement
The Family Educational Rights and Privacy Act (FERPA)

I authorize release of the information below (check items): All Requests

Midterm Warnings Final Grades
 Student Code of Conduct Actions Financial Aid Information
 Billing Information Academic Probation or Dismissal Status

Name and email of the Person to release information to:

First Name Last Name

Email Address

If information is to be mailed to the above person provide: (Not Required)

Street Address

City

State

Zip Code

More than one individual can be entered. All active consents will be displayed to the right of the FERPA form.

HOW TO REMOVE CONSENT

1. To remove consent, select Inactive from the status drop down menu

Active Consents

To withdraw consent, change status to Inactive, then Save
Inactive consents will be removed from this list

Person First Name	Person Last Name	Email Address	Status	Financial Aid Information	Billing Information	Final Grades	Academic Probation or Dismissal Status	Student Code of Conduct Actions	Midterm Warnings	Date Added
Mary	Parent	parent@gmail.com	Inactive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/16/2023 3:00:37PM

2. Click Save

- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [More Information](#) and [FERPA Video](#)

Questions: registrar@umes.edu