FERPA
Access Approval
APP pre-ALPHA

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FERPA Access APP Spec pre-ALPHA

• Background

• Students currently elect to provide access to their student records as permitted by FERPA, using several disparate methods:
  • Submitting paper FERPA release form per Financial Aid,
  • Granting access through the Banner Proxy Portal, and/or
  • Granting access through TouchNet.

• However, each of these mechanisms creates a disjointed and siloed experience for students and their authorized users.

• A single approach to managing FERPA authorizations will improve user experience for both students and staff.
FERPA Access APP Spec *pre-ALPHA*

- One Toggle for all access options
- List Typology

**Financial Aid and Scholarships**
- FAFSA/TASFA Application status
- Scholarship application status
- Verification requirements and status
- Status of awards
- Eligibility for aid
  (Satisfactory Academic Progress)
- Eligibility for earning aid paid
  (Attending classes)
- Financial Aid Hold Information

**Student Account Records**
- Billing Statements
- Account Activity
- 1098Ts
- Payment Activity and Payment History
  (Includes cash like payments, state exemptions, waivers, third party contracts, external scholarships, disbursed financial aid, electronic check and card payments)
- Payment Plan and Payment Communications
- Financial Enrollment Drop Status
- Financial Refund Activity
  (This does not allow authorized users to pick up or receive refund payments)

**Student Academic Record Information Release**
- Grades
- Academic Standing
- Degrees
- Transcripts
- Enrollment Status
  (registration/resignation)
- Graduation status
- Class Schedules
- Registration holds
- Excessive hours
List of Questions from each area

Registrars
• Will the release be set to expire at any point? We currently have Proxy Portal set to expire 5 years from the date of permission granted.
• Will the student be allowed to designate multiple people to have access to their records? Yes.

Student Account Services
• I know ideally, we want this to be fully electronic, but I do believe we should consider a paper form for individuals with limited access to internet resources. For example: Prisoners, trustees, lower income, homeless etc. These individuals should not be locked out of granting access for authorized users based on their life circumstances.

Financial Aid and Scholarships
• We also agree with the 5-year timeframe (remove access after 5 years of granting). But I would like to see communication sent to those that are enrolled the term prior to expiration.
• We have another question/suggestion: Should we add Admissions to this? For residency, final high school transcript and admission status? Also, can we include payment holds (past due balance and return checks)?
FERPA Access APP Spec *pre-ALPHA*

- Verify APP mock-up items
  - Add/remove options and/or functionality
  - Check navigation
  - Finalize scope for IT connectivity
  - Test Flows*

*S and E Flows follow scenarios in FERPA Project Scope document*
FERPA Access APP Mock-up pre-ALPHA

APP Login Screen
Submit to Check Screen

Authorized List
Current Users
+ to Contact Entry
removes record

User Contact Entry
to Authorized List
+ to add entry then
to Check Screen

Check Screen
auto returns to
Authorized List

FERPA Access List
to Access Entry

Approve/Deny
All FERPA Access
Submit to Check Screen