



FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) FINANCIAL INFORMATION RELEASE

The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records, both financial and academic. For the student's protection, FERPA limits release of student record information without the student's explicit written consent; however it also gives the student's parent(s)/guardian(s) the right to review those records if the parent(s)/guardian(s) claim the student as a dependent on their Federal Income Tax Return.

Instructions: Students must log into their MyHusky account to complete.

Completion of the FERPA form will authorize the release of your financial information to the individual(s) named on the form. These names will replace any previous names that may have been submitted. You must include ALL names which you are authorizing.

The screenshot shows the MyHusky Student Center interface. At the top, there is a search bar with a dropdown menu set to 'All'. Below the search bar, the 'Student Center' breadcrumb is visible. The 'Academics' menu is expanded, showing options: Search, Plan, Enroll, My Academics, Electronic Forms (highlighted with a red arrow), and Request Official Transcript. A message box states 'You are not enrolled in classes.' To the right, there is a link for 'Enrollment Shopping Cart' and a large text prompt: 'CLICK ON ELECTRONIC FORMS'. At the bottom of the Academics menu, there is a dropdown menu with the text 'other academic...' and a search icon.

The screenshot shows the MyHusky Electronic Forms menu. At the top, there is a search bar with a dropdown menu set to 'All'. Below the search bar, the 'Electronic Forms' menu is expanded, showing a list of options: Prior Approval of Transfer Credit, UGRD Application for Graduation, GRAD School Application for Graduation, Application for Certificate, Add / Change Major / Minor, and Student FERPA - Release Financial Info (highlighted with a red arrow). At the bottom of the menu, there is a link: 'View Previously Completed/Submitted Forms'.

SELECT FERPA



AUTHORIZATION TO RELEASE STUDENT FINANCIAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records, both financial and academic. Students may waive that protection and give access of their records to individuals of their choice. To grant access of your financial information from the Bursar Office and Financial Aid Office to a third party, including a parent or guardian, please complete the form below:

STUDENT INFORMATION

Current Date 05/22/2018

Student Email [redacted]

Name [redacted]

Empl ID [redacted]

NAMES TO RELEASE TO

I authorize release of my financial information to the following individual(s). These names will replace any previous names that may have been submitted. You must include ALL names which you are authorizing.

Name 1	Relationship
1 [input field]	[input field] [dropdown arrow] [plus] [minus]

STUDENT ENTERS PERTINENT INFORMATION, i.e. NAME AND RELATIONSHIP. MULTIPLE PEOPLE CAN BE ADDED BY CLICKING ON THE "+" SIGN.

ACTION ITEMS

Message Text	Description
1 <input type="checkbox"/> FERPA Acknowledgement	This authorization remains in effect as long as I am a student at Bloomsburg University or I submit a new FERPA release information form. By submitting this form, I am authorizing Bloomsburg University to release financial information to the individual(s) listed above

COMMENTS

Search [input field]

Submit [button]

WHEN ALL NAMES HAVE BEEN ENTERED, CLICK ON THE FERPA ACKNOWLEDGEMENT BOX AND SUBMIT

Authorized by GIDEON TAYLOR

Click close to exit the form and then close the webpage to return to the student center.

Close [X icon]