FERPA Release Authorization Job Aid

1. In COIN, navigate to **My eForms** and select **FERPA Release Authorization** from the dropdown.
The form will appear as follows:

Create a FERPA Release Authorization Form: Authorization Details

FERPA Release Authorization

The Family Educational Rights and Privacy Act (FERPA), as amended, protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal means. This release applies to the disclosure of educational records. The student authorizing the release of their educational records must submit the FERPA Release Authorization before UMass can release specified information. Third-party release is for institutional purposes only.

Please note: The University of Massachusetts is a university system, and information, including but not limited to student records, may be shared between the different campuses/organizations.

To see the FERPA policy for your campus, you may select the link for your respective campus:
- Online: https://www.umass.edu/umass/policies/ferpa
- Dartmouth: https://www umass.edu.dartmouth/ferpa/faq
- Lowell: https://www.umass.edu/lowell/policies/ferpa

Grant/Revoke Access to a Designee

You may wish to grant an authorized designee(s) one or more areas of access, or you may wish to revoke a designee’s access to your education records. Be sure to update an individual by entering changes in the appropriate row(s), and selecting “Submit” at the bottom of the form.

To Add access for a designee:

1. Click the “+” button to add a new row (if necessary) in the “Person(s) to whom information may be released” section.
2. Enter the First Name and Last Name of the degree who can receive information about you.
3. Choose the most suitable relationship the designee has with you.
4. Select the information that university employees can release to the designee. Below is a detailed explanation of the different access areas:
   - Financial Records: Access to your Financial Records data includes but not limited to financial aid, student finance, holds and housing.
   - Academic Records: Access to your Academic Records data includes but not limited to class enrollment, grades, unofficial transcript, degree progress, class performance, class participation, notes and academic advisor.
   - Both: Access to both your Financial and Academic Records data.
   - Other: Enter any specific information you specify.
5. Select which campus(es) can release your information to the designee.
6. Choose the period the university can release the specified information to the designee. Selecting “Any time at UMass” means while you are an active student at the university.
7. Specify a release code that the designee must provide the university for your information to be released.

Note: You must enter all fields for a designee for the university to release information to that individual.

To Remove access for a designee:

1. Click the “-” button by the designee for whom you want to revoke access. Removing the designee will remove access to your data and preclude that individual from discovering your education record with any university staff, faculty, or business office, as stated by FERPA.
2. Be sure to update any designee by making changes in the appropriate row(s), and selecting “Submit” at the bottom of the form.

Form Action Items

Acknowledgement

By clicking “Yes,” I acknowledge that the above specified information will be released with my consent. I understand that this authorization remains in effect for the time specified.

Comments

Cancel Submit
2. Enter information in all fields including the Release PIN. The Release PIN will be required when your designee contacts the university so be sure to share it with your designee. If you or your designee forget the Release PIN, you may review your submitted form in COIN and provide the Release PIN to your designee.

3. If you wish to add more than one designee, select the and enter their information. When finished, change the Acknowledgment from No to Yes and then select Submit.

4. You will receive confirmation that your form has been successfully updated.

**Confirmation**

You have successfully updated your FERPA Release Authorization Form.

Return to Student Center
To View Your Previously Submitted Form(s):

1. In COIN, navigate to **My eForms**, and select **View a Student SS eForm**.

2. Enter your Student ID#, Name, or Form Type and select search:

   **Note:** If searching for your form using the name prompt, simply enter your student ID or your first name. If you enter your last name, you must change the name prompt dropdown from “Begins With” to “Contains”.

![Image of eForm search](image-url)
To Add or Revoke a Designee:

If you wish to add or revoke a designee, you must submit a new FERPA Release Authorization eForm request by following the above steps. The updated information will be available immediately for university staff to view once you have submitted your eForm.

Questions? If you have questions regarding FERPA or the FERPA Release Authorization eForm, submit an inquiry and select topic = Registrar and more detail = FERPA.