

Welcome to the Student Consent to Disclosure form

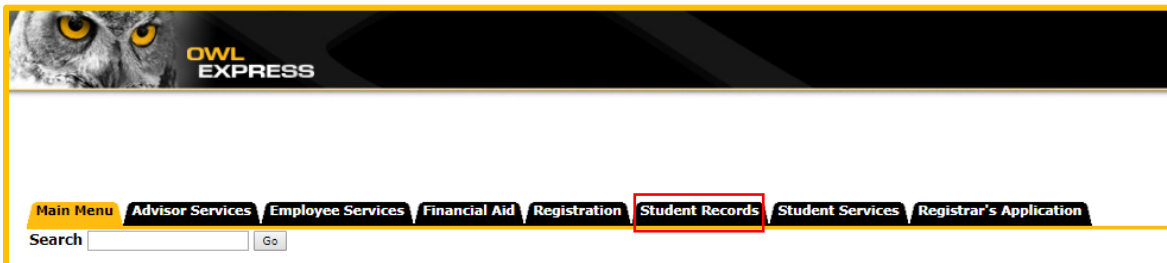
- The Student Consent to Disclosure form allows students to grant a third party, such as a parent or spouse, access to discuss their education records with KSU faculty and staff.
- The Family Educational Rights and Privacy Act (FERPA), a federal law that ensures the privacy of student academic records, specifies that only directory information like the student's name, major field of study, and enrollment status, can be released to other parties without the student's consent. Information like grades, a class schedule or billing statements cannot be provided to anyone without the student's permission.
- In the past, students would sign the Student Consent to Disclosure form, in person, to permit parents and other designated parties to discuss FERPA-protected information. Now, with the implementation of the form through Owl Express, students can provide this information online without the added delays of completing and submitting paper forms.

Instructions for Students- Granting Access

Only students can access the Student Consent to Disclosure Form in Owl Express.

Below are the instructions on how to access the form and select the information you allow that person to access.

1. Log in to Owl Express
2. Click the *Student Records* tab



3. Click the ***Student Consent to Disclosure (FERPA RELEASE)*** link
4. Click the *Click Here to Grant Access* button in the dashboard.

Student Consent to Disclosure Dashboard

Use this form to allow a parent or authorized third party to discuss with the university, IN PERSON on your behalf, certain covered educational or billing records. Any changes made occur immediately. Please visit ferpa.kennesaw.edu for more information.

[Click Here to Grant Access](#)

5. Select the phone number you can be contacted at, should any questions occur.

Student Consent to Disclosure

This form allows a parent or authorized third party to discuss with the university, IN PERSON on behalf of the student, certain covered educational or billing records.

KSU ID

Full Legal Name

Phone *

6. In the *Authorized Third Party* section, enter the name, phone number, and relationship of who you want to grant access to.

Authorized Third Party:

First Name: * Last Name: * Relationship: *

Phone: * PIN: *

7. Create a unique, 4-digit numeric PIN (Personal Identification Number)* for the person you granting access.

Authorized Third Party:

First Name: * Last Name: * Relationship: *

Phone: * PIN: *

- *** Be sure to tell this PIN to the authorized third party!** The PIN only helps confirm the identity of the person. After confirming the PIN, university staff will also check the specific information to which you have given access for that specific person.

8. In the *Access Granted* section, indicate in the checkbox which types of information can be released.

Access Granted - Check (✓) types of information to release.

<input checked="" type="checkbox"/>	Academic Records	Authorize release of grades/GPA, demographic, registration, student ID number, academic progress/status, immunizations, and/or enrollment information.
<input type="checkbox"/>	Billing/Financial Records	Authorize release of billing statements and repayment history (including credit reporting history, and balances), University-maintained loan disbursements, charges, credits, payments, past due amounts, financial holds, collection activity, and meal plans.

9. Read the authorization section and click submit.

Authorization

I understand that some of my records may be protected under the Family Educational Rights and Privacy Act (FERPA of 1974, 20 USC & 1232g & 34 CFR & 99) and Kennesaw State University must obtain written consent before releasing or discussing student records or accounts with a parent, legal guardian or third party. I hereby waive all provisions of the law and privilege relating to the records described in this disclosure. Such written consent must be signed and dated by the student, specify the records to be released, state the purpose of release, and identify the party or parties to whom the release may be made. I understand that this information will not be released over the telephone, and that discussions must be made in person with accompanying valid photo identification. I certify that this consent has been given freely and voluntarily. Authorization will remain active and on file unless revoked. I may revoke this consent at any time by providing a signed statement of such revocation to the Office of the Registrar. This Student Consent to Disclosure form facilitates a request/authorization by the student.

[Submit](#)

- Note: This authorization will remain in effect until it is revoked by you. To revoke the FERPA authorization, you must remove the access by selecting the Delete button in the Action Column of the dashboard.

10. You will receive a notification that your submission was successful. Click back to dashboard to view the addition/changes.

[Back to Dashboard](#)

Student Consent to Disclosure

You have successfully submitted the form.

Instructions for Students- Changing Access

Below are the instructions on how to change the information you allow a third party to access.

1. From the Dashboard, click the Edit button of the person you wish to change access.

Show 10 entries Search:

First Name	Last Name	Relationship	Phone	Action
Parent	Test	Mother	(470) 578-6000	View Edit Delete

Showing 1 to 1 of 1 entries Previous 1 Next

2. In the *Access Granted* section, indicate in the checkbox which types of information can be released.

Access Granted - Check (✓) types of information to release.

<input checked="" type="checkbox"/>	Academic Records	Authorize release of grades/GPA, demographic, registration, student ID number, academic progress/status, immunizations, and/or enrollment information.
<input checked="" type="checkbox"/>	Billing/Financial Records	Authorize release of billing statements and repayment history (including credit reporting history, and balances), University-maintained loan disbursements, charges, credits, payments, past due amounts, financial holds, collection activity, and meal plans.

3. Read the authorization section and click submit.

Authorization

I understand that some of my records may be protected under the Family Educational Rights and Privacy Act (FERPA of 1974, 20 USC & 1232g & 34 CFR & 99) and Kennesaw State University must obtain written consent before releasing or discussing student records or accounts with a parent, legal guardian or third party. I hereby waive all provisions of the law and privilege relating to the records described in this disclosure. Such written consent must be signed and dated by the student, specify the records to be released, state the purpose of release, and identify the party or parties to whom the release may be made. I understand that this information will not be released over the telephone, and that discussions must be made in person with accompanying valid photo identification. I certify that this consent has been given freely and voluntarily. Authorization will remain active and on file unless revoked. I may revoke this consent at any time by providing a signed statement of such revocation to the Office of the Registrar. This Student Consent to Disclosure form facilitates a request/authorization by the student.

[Submit](#)

4. You will receive a notification that your submission was successful.

[Back to Dashboard](#)

Student Consent to Disclosure

You have successfully submitted the form.

Instructions for Students- Deleting Access

Below are the instructions on how to remove access from a third party.

1. From the Dashboard, under the Action column, select the Delete button.

Show entries Search:

First Name	Last Name	Relationship	Phone	Action
Parent	Test	Mother	(470) 578-6000	View Edit Delete

Showing 1 to 1 of 1 entries Previous 1 Next

2. A pop-up will appear. Select ok to delete access, or cancel to keep access.

owlexpresstest.kennesaw.edu says

Are you sure want to delete the request?

[OK](#) [Cancel](#)

3. You will receive a notification that your deletion was successful.

[Back to Dashboard](#)

Student Consent to Disclosure

You have successfully deleted the request.

4. When you are back in the Dashboard, the selected individual will no longer appear.

Show entriesSearch:

First Name	Last Name	Relationship	Phone	Action
No data available in table				

Showing 0 to 0 of 0 entries[Previous](#) [Next](#)

Instructions for Students- View Access

Below are the instructions on how to remove access from a third party.

1. From the Dashboard, under the Action column, select the View button.

First Name	Last Name	Relationship	Phone	Action
Parent	Test	Mother	(470) 578-6000	View Edit Delete

2. You can view the access granted per person in the Access Granted section.

Access Granted - Check (v) types of information to release.

Academic Records	Authorize release of grades/GPA, demographic, registration, student ID number, academic progress/status, immunizations, and/or enrollment information.
Billing/Financial Records	Authorize release of billing statements and repayment history (including credit reporting history, and balances), University-maintained loan disbursements, charges, credits, payments, past due amounts, financial holds, collection activity, and meal plans.

3. Select the Back to Dashboard link at the top right of the page to view or make further edits.