You can determine whether the student has any FERPA restrictions by the presence of a window shade on the Student Services Center.

- If the window shade is present, there are restrictions.
- No window shade means you may release any of the UA directory information items. (Limited directory information should not be released to the general public.)

There are two methods to view restrictions.
METHOD 1

Click on the window shade for more details about the student's restrictions.

Wilma Wildcat   ID: 00032161

student center | general info | admissions | transfer credit | academics | finances | financial aid

Wilma's Student Center

▼ Academics

SEARCH FOR CLASSES

METHOD 1, continued

Ignore the items in the blue outlined box at the top. These cannot be release to the public.

Bio/Demo Data

Date of Birth: 07/08/1993	Birth Location:	☐ Employee
		☐ Contingent Worker
Gender: Female	Marital Status: Single	☑ Person of Interest

No Photo Designated Releasable

Releasable Name   Releasable Address   Releasable Email

Return

Notice the three items listed below the box.
Releasable Name
Releasable Address
Releasable Email

Click on the link to see the releasable information.
If any of these items are missing, then all information in that category is restricted.

METHOD 1, continued

Example 1
This student has NO window shade. She has no restrictions. All directory information can be released.

METHOD 1, continued

Example 2
This student has a window shade. Click on the window shade for details.

Wilma Wildcat   ID: 00032161

| student center | general info | admissions | transfer credit | academics | finances | financial aid |

Wilma's Student Center

▼ Academics

SEARCH
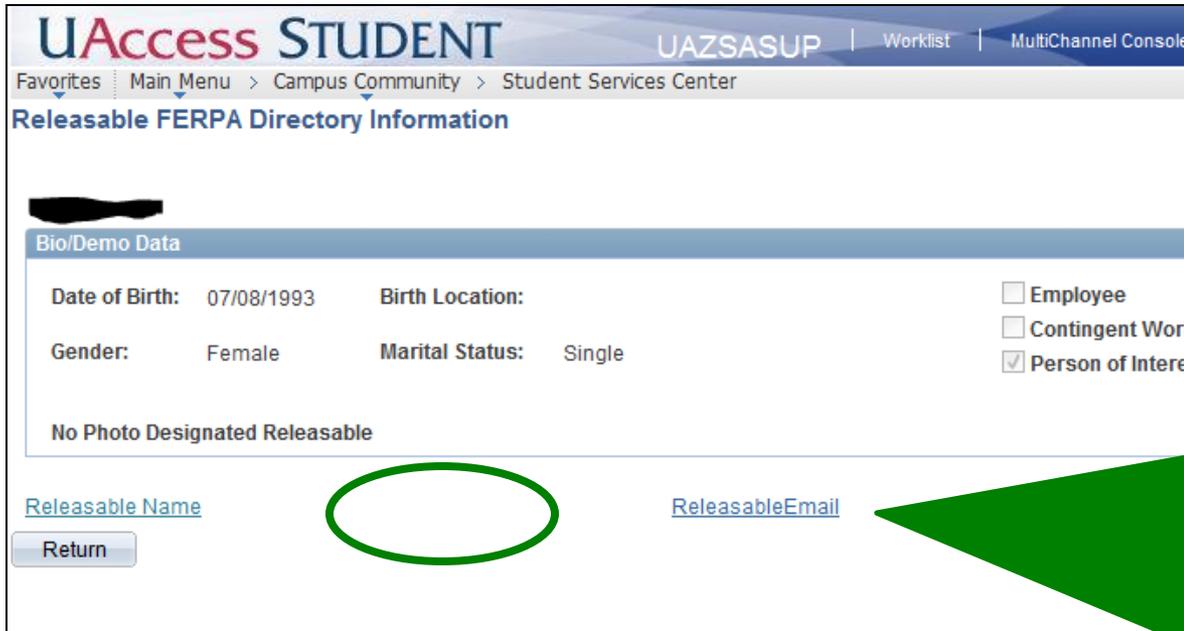
UAccess STUDENT   UAZSASUP | Worklist | MultiChannel Console

Favorites | Main Menu > Campus Community > Student Services Center

Releasable FERPA Directory Information

Bio/Demo Data

Date of Birth:	07/08/1993	Birth Location:		☐ Employee
Gender:	Female	Marital Status:	Single	☐ Contingent Wor...
				☑ Person of Intere...

No Photo Designated Releasable

Releasable Name   ReleasableEmail

[Return]

There is a link for Releasable Names and Email. Click on each link to see which names and email addresses are releasable.

There is no link for Releasable Address which means all addresses have been restricted and must not be released.

METHOD 1, continued

Wilma Wildcat   ID: 00032161

| student center | general info | admissions | transfer credit | academics | finances | financial aid |

Wilma's Student Center

▼ Academics

SEARCH

There are no links present. This student has restricted ALL of their information.

For public inquiries or inquiries from the student, you must indicate that we have no record for the person in question.

UAccess STUDENT   UAZSASUP | Worklist | MultiChannel

Favorites | Main Menu > Campus Community > Student Services Center

Releasable FERPA Directory Information

Bio/Demo Data

Birth Location: ☐ Employee
Gender: Female   Marital Status: Single   ☐ Contingent Worker
                                                 ☑ Person of Interest

No Photo Designated Releasable

METHOD 1, continued

Example 4
This student has a window shade. Click on the window shade for details.

Wilma Wildcat   ID: 00032161

student center | general info | admissions | transfer credit | academics | finances | financial aid

Wilma's Student Center

▼ Academics

SEARCH

There is a link for Releasable Address and Email, but there is no link for Releasable Name.

This has the same effect as restricting ALL information. For public inquiries or inquiries from the student, you must indicate that we have no record for the person in question.
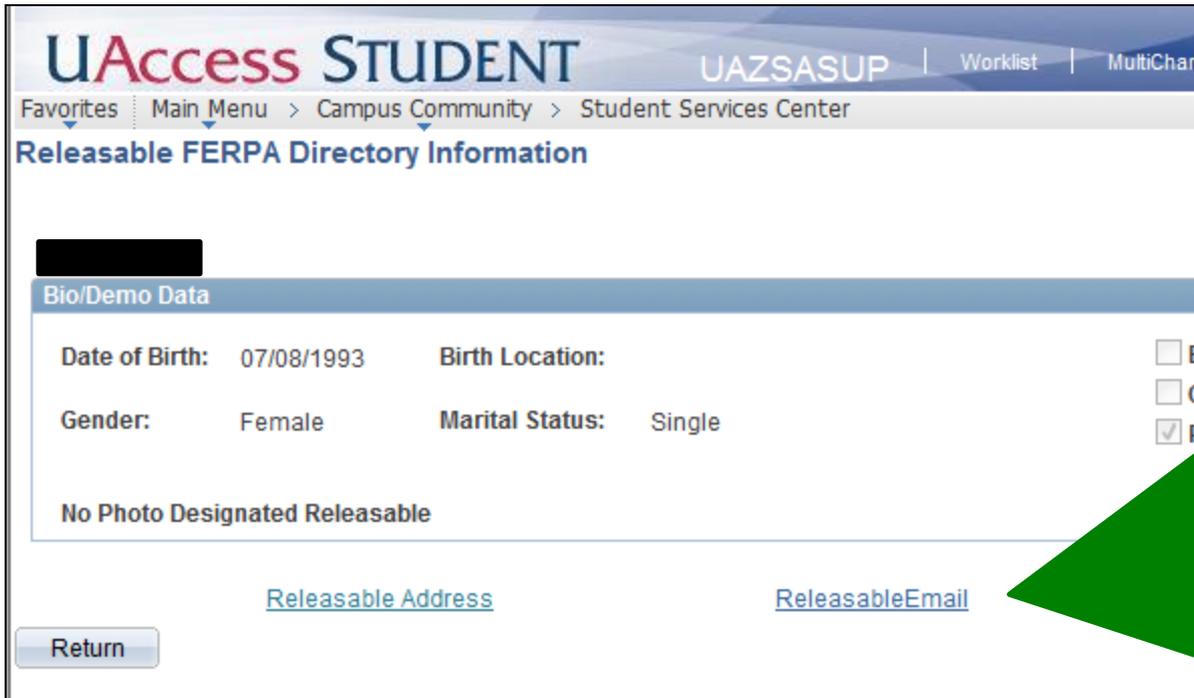
UAccess STUDENT   UAZSASUP | Worklist | MultiChan...

Favorites | Main Menu > Campus Community > Student Services Center

Releasable FERPA Directory Information

Bio/Demo Data

Date of Birth: 07/08/1993   Birth Location:

Gender: Female   Marital Status: Single

No Photo Designated Releasable

Releasable Address   ReleasableEmail

Return

METHOD 2

If you have access to FERPA data in "Campus Community" you may view FERPA restrictions there. Follow the navigation path in the screenshot below. When the FERPA checkbox is marked, the student has one or more restrictions.

METHOD 2, continued

UAccess STUDENT   UAZSASUP

Favorites | Main Menu > Campus Community > Personal Information > Biographical > Person FERPA > FERPA

☑ **FERPA**   When selected, the following information will be restricted from release (with the noted exceptions for F
Publications) according to FERPA guidelines and policies.

FERPA Restrictions

*Record (Table) Name: ADDR_FERPA_VW 🔍   Addresses

*Field Name: MAIL 🔍   Mailing   [+] [-]
  ▽ Restriction Exceptions (by Publication Category)
  [▼]

*Field Name: PERM 🔍   Permanent   [+] [-]
  ▽ Restriction Exceptions (by Publication Category)
  [▼]   [-]
                                                         [Add]

*Record (Table) Name: EMAIL_FERPA_VW 🔍   Email Addresses

*Field Name: UA 🔍   UA Official   [+] [-]
  ▽ Restriction Exceptions (by Publication Category)
  [▼]   [-]
                                                         [Add]

*Record (Table) Name: NAMES_FERPA_VW 🔍   Names

*Field Name: PRI 🔍   Primary   [+] [-]
  ▽ Restriction Exceptions (by Publication Category)
  [▼]   [-]

Example 1

This student has restricted their mailing and permanent addresses, their UA Official email and their Primary Name.

Because their name is restricted, this has the same effect as restricting ALL information. For public inquiries or inquiries from the student, you must indicate that we have no record for the person in question.

UAccess STUDENT

Favorites | Main Menu > Campus Community > Personal Information > Biographical > Person FERPA > FERPA

FERPA

ID:

☑ FERPA   When selected, the following information will be restricted from release (with the r
Publications) according to FERPA guidelines and policies.

FERPA Restrictions

*Record (Table) Name: PERSNL_FERPA_VW 🔍 Personal Data

*Field Name: BIRTHDATE 🔍 Date of Birth

▽ Restriction Exceptions (by Publication Category)

[dropdown]

💾 Save   🔍 Return to Search   📧 Notify

Example 2

This student has restricted their birthdate. Since birthdate is limited directory information it should never be released publically, regardless of whether the student has restricted it.