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.
METHOD 1, continued

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

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.

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

Example 3
This student has a window shade. Click on the window shade for details.

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.
METHOD 1, continued

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

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.
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

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.
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.