

FERPA Authorizations

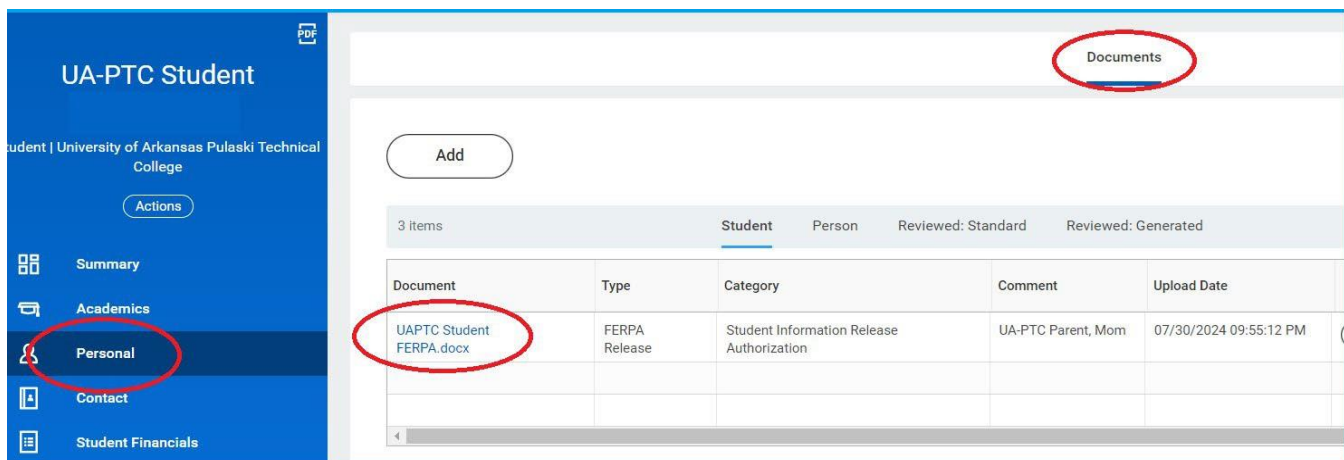
Students have two options when granting FERPA authorizations.

Option 1 – Student Information Authorization Release Form

The traditional paper form submitted directly to the records office granting permission to authorized persons for student information.

Where to view in Workday?

- ✓ Navigate to the student's profile
- ✓ Select **Personal** from the student profile menu
- ✓ Select the **Documents** tab
- ✓ Click on **FERPA document** and **attachment to view authorization form**



The screenshot shows the Workday interface for a student profile. The left sidebar contains navigation options: Summary, Academics, Personal (circled in red), Contact, and Student Financials. The main content area is titled 'Documents' (circled in red) and displays a table of documents. The table has columns for Document, Type, Category, Comment, and Upload Date. One document is listed: 'UAPTC Student FERPA.docx' (circled in red) with Type 'FERPA Release', Category 'Student Information Release Authorization', Comment 'UA-PTC Parent, Mom', and Upload Date '07/30/2024 09:55:12 PM'.

Document	Type	Category	Comment	Upload Date
UAPTC Student FERPA.docx	FERPA Release	Student Information Release Authorization	UA-PTC Parent, Mom	07/30/2024 09:55:12 PM

Option 2 – Third Party Authorization/Permissions

Permissions granted by the student through the student's workday profile. Authorized persons are granted permissions and third-party access to student information that comes with their own student login.

Where to view in Workday?

- ✓ Navigate to the student's profile
- ✓ Select **Contact** from the student profile menu
- ✓ Select the **Friends and Family** tab

✓ Click the **authorized person's name** to view details

UA-PTC Student

Student | University of Arkansas Pulaski Technical College

Actions

- Summary
- Academics
- Personal
- Contact**
- Student Financials

Contact Friends and Family

Add

1 Item

Name	Relationship Types	Relationship	Phone Number	Email Address
UA-PTC Parent	Emergency Contact Parent	Mother	+1 (501)	@outlook.com

✓ Select the **Permission tab** to view authorized permissions

View Friends and Family Details UA-PTC Parent

Student UA-PTC Student

Student Proxy Type Emergency Contact Parent

Relationship Mother

Is Third Party User Yes

Preferred Languages English

Comments (empty)

Name Contact Information **Permissions**

Current Permissions 1 Item

Completed On	Institution	Allowed Tasks
07/30/2024	University of Arkansas Pulaski Technical College	Generate Unofficial Transcript Make a Payment View Account Activity View Current Classes View Financial Aid Package View Student Grades View Student Statement (With Courses) Less (2)