

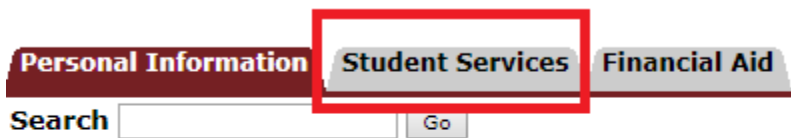
Electronic FERPA Waiver Information

Since August 1st, 2017, students have been able to manage their FERPA information via a student privacy setting that can be accessed via their BOSS accounts under the Student Services tab. Students can use this interface to submit, update, and remove individuals who may have access to their academic records. Faculty and staff can view this information using the Banner form SWAADVS.

How Students Set FERPA Permissions via BOSS

Students can change their FERPA settings as follows:

1. Log into BOSS
2. Select the "Student Services" Tab



3. Select "Student Records"

Admissions

Enter a new application, return to complete an application, or check the status of a submitted application

Housing

Enter a new housing application, return to complete a housing application, or check the status of a submitted housing application

Registration

Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

Student Records

View your holds; Display your grades and transcripts; Order transcripts; Track transcript requests; Review charges and payments.

Registration Verification

Check here to see if you will be deleted from upcoming classes.

Student Accounts

View Account Balance, Make Payment Arrangements, Get Information about Deferred Payments.

Graduation Application

Apply for Graduation, View Online Requests.

4. Select "Privacy Settings"

View Student Information

Enrollment Verification Request

Submit the linked form to the Office of Records and Registration at records@ualr.edu, or by visiting our office.

Privacy Settings

Change your confidentiality flag and FERPA settings

RELEASE: 8.8

Using interface students can add new individuals who have permission to see their academic records, update information about existing individuals, or remove individuals. The same interface

allows students to opt-in to a confidentiality agreement that blocks the disclosure of directory academic information to 3rd parties.



The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects your educational records from being disclosed without your consent.

Learn more about [your rights under FERPA](#).

Confidentiality

FERPA allows for general information about you, called "directory information," to be disclosed to third parties (such as schools, employers, etc.) without your permission.

I want my directory information marked confidential.

FERPA Waivers

You may choose to grant access to your educational records to specific people—such as your parent or guardian—by entering their name and relationship to you. You may revoke access by removing the entry.

Name Relationship

Name Relationship

Name Relationship

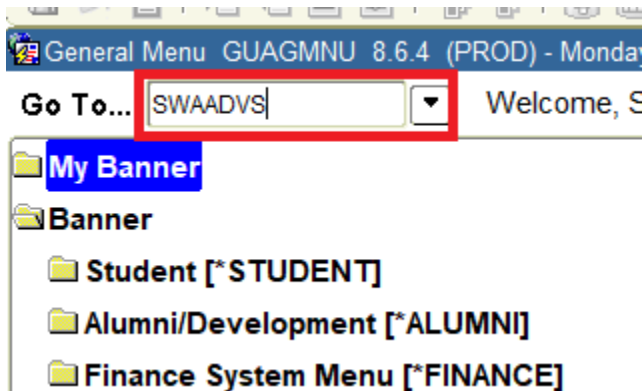
Save

[Cancel](#)

How Faculty and Staff Can view FERPA Information in Banner

Faculty and Staff with appropriate authority can view FERPA permissions on the SWAADVS form in Banner as follows:

1. Log into Banner
2. Navigate to SWAADVS



1. When the form loads, enter the student's ID and the current academic term, using the 6 digit Banner format. For example, Fall 2017 is 201760, and Spring 2018 is 201810). Term codes are as follows:
 - a. Fall: 60
 - b. Spring: 10
 - c. Summer: 30

ID: Term:

- Click "Next Block", or press Control+Page Down. FERPA Waiver information will appear in the lower right corner of the form.

ID: Term:

Advising Flag

Hold Type: Advising Flag Reason: Release Indicator
 From: To: Origination Code: Records

Curricula Summary - Primary				Student Type:	Campus	Rate:	Degree
Priority	Term	Program	Catalog	Level		College	
<input type="text" value="3"/>	<input type="text" value="201760"/>	Health Education/Prom	<input type="text" value="201760"/>	Undergraduate	Main	Education & Health Profes	Bachelo
End:		Outcome Key:		Admission Type:		Admission:	<input type="text" value="201760"/> Matriculation:

Field of Study Summary				Department	Attached to Maj
Priority	Term	Type	Field of Study		
<input type="text" value="1"/>	<input type="text" value="201760"/>	Major	Health Education/Promotion	Counsln/Human Perfm/Rehabltn	
<input type="text" value="2"/>	<input type="text" value="201760"/>	Minor	Advertising/Public Relations		
<input type="text"/>	<input type="text"/>				

Miscellaneous		FERPA Waiver	
ACT 1014 / GAP Status:	<input type="text"/>	Grantee Name	Relationship
Max Hours (Overload):	<input type="text" value="99.000"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>

In the given example, no individuals which have been granted FERPA access to Ms. McCord's Records; however if any permissions had been granted, all individuals' names and their relationships to the student would be displayed.