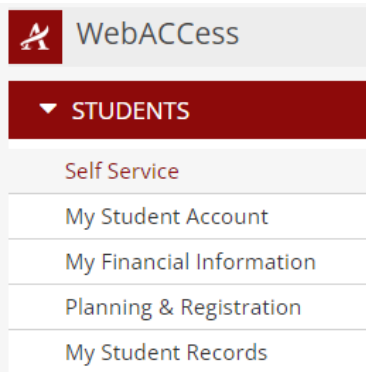


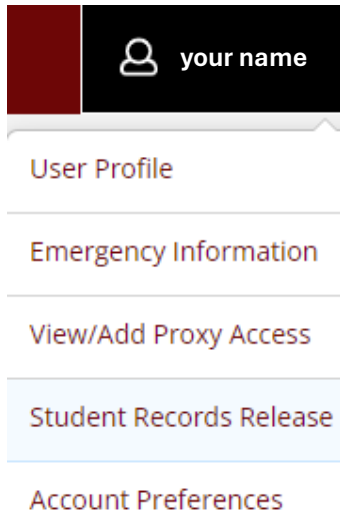
## FERPA - Student Records Release Information

How to set up permissions for others to access your college information in the Student Records Release.

1. Log into the POD and go to Students then Self Service



2. Then select your name on top right, then Student Records Release.



3. Read the FERPA release statement and add the individual you would like to have access to your information by selecting Add Person/Relationship.

*Alvin Community College is required to follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This act mandates that we safeguard and maintain the privacy and confidentiality of all student records. If you have a person or organization to whom you want non-directory information released; you must complete this form. Please indicate the name and relationship of the individual below with a PIN number that you create for that individual. Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information. If you have questions, please contact the registrar's office at 281.756.3504.*

**Add Person/Relationship**


- You will give this individual a four-digit PIN number, select the areas you want them to be able to access, and enter a start date. Then check the box for Disclosure Agreement and Submit to complete authorization.

**Access \***
  
 Allow Complete Access
   
 Allow Select Access
   
 Attendance
   
 Business Office
   
 Extracurricular
   
 Financial Aid
   
 Grades in Courses
   
 Interest Inventory Result
   
 Scores on Placement Test
   
 Instructor Communication

**Disclosure Agreement**
  
 I authorize the institution to disclose my information to this party

- To update or change access you can do so by clicking the pencil icon to edit the relationship. (Change PIN, Enter End date, Select different accesses etc.)

Active Relationship

Name	Information Access	Relationship	PIN	Start Date	End Date	
Jane Doe	Attendance Business Office Financial Aid Interest Inventory Result Instructor Communication	Parent	1982	1/12/2024		 

**Edit Access**

Name Jane Doe      Relationship Parent      Start Date 1/12/2024

**Access \***
  
 Allow Complete Access
   
 Allow Select Access
   
 Attendance
   
 Business Office
   
 Extracurricular
   
 Financial Aid
   
 Grades in Courses
   
 Interest Inventory Result
   
 Scores on Placement Test
   
 Instructor Communication

**Please note that the designated will have to present the PIN when asking for non-directory information.**