

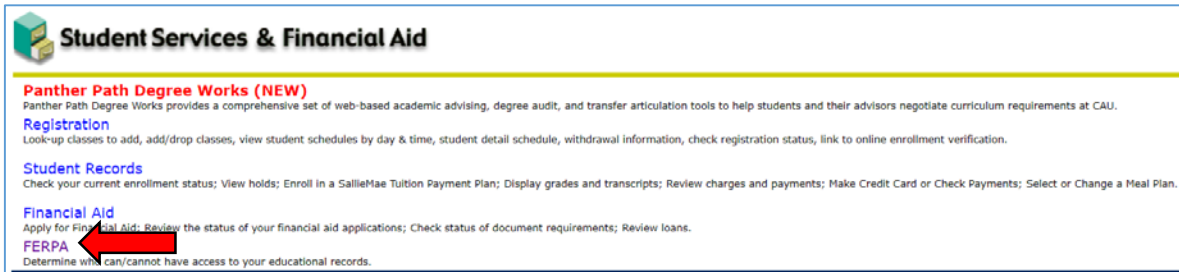
FERPA Designation of Access to Student Information

Effective Monday, May 19, 2020

Students may manage who can or cannot have access to their Student Information.

1. Navigate to Degree Works through BannerWeb Self-Service:

BannerWeb > Enter Secure Area > Student Services & Financial Aid > FERPA



Student Services & Financial Aid

Panther Path Degree Works (NEW)
Panther Path Degree Works provides a comprehensive set of web-based academic advising, degree audit, and transfer articulation tools to help students and their advisors negotiate curriculum requirements at CAU.

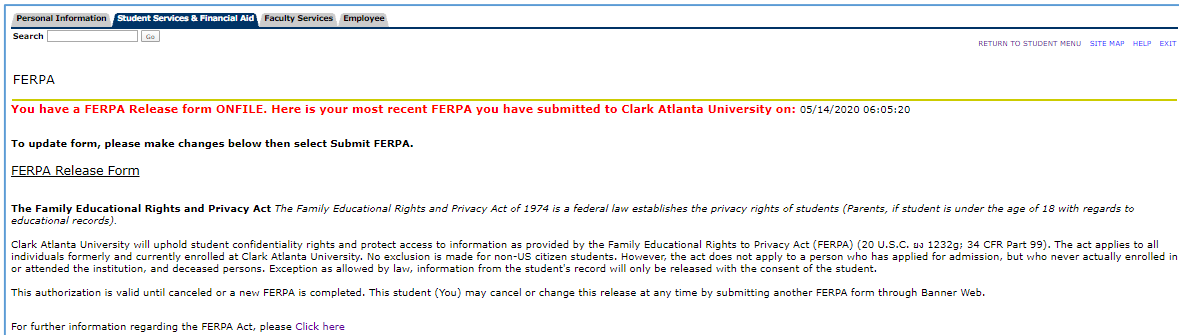
Registration
Look-up classes to add, add/drop classes, view student schedules by day & time, student detail schedule, withdrawal information, check registration status, link to online enrollment verification.

Student Records
Check your current enrollment status; View holds; Enroll in a SallieMae Tuition Payment Plan; Display grades and transcripts; Review charges and payments; Make Credit Card or Check Payments; Select or Change a Meal Plan.

Financial Aid
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

FERPA
Determine who can/cannot have access to your educational records.

2. Review the top portion of the form. Note: If you have already submitted a release form via BannerWeb you will see the red statement at the top of the screen.:



Personal Information | **Student Services & Financial Aid** | Faculty Services | Employee

Search [] [Go]

RETURN TO STUDENT MENU | SITE MAP | HELP | EXIT

FERPA

You have a FERPA Release form ONFILE. Here is your most recent FERPA you have submitted to Clark Atlanta University on: 05/14/2020 06:05:20

To update form, please make changes below then select Submit FERPA.

[FERPA Release Form](#)

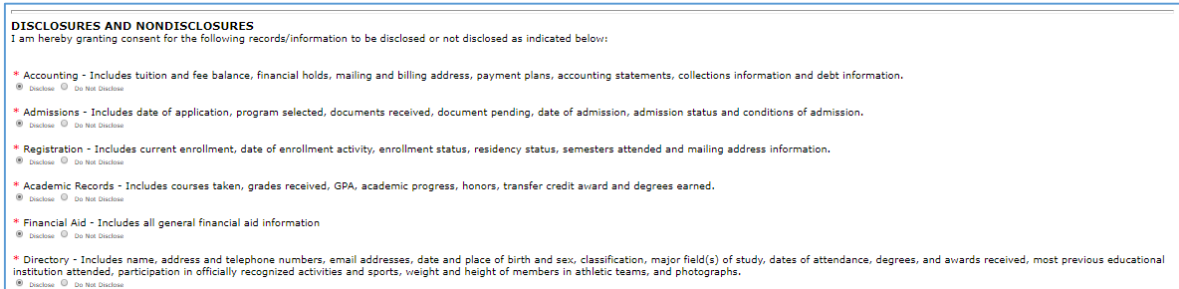
The Family Educational Rights and Privacy Act The Family Educational Rights and Privacy Act of 1974 is a federal law establishes the privacy rights of students (Parents, if student is under the age of 18 with regards to educational records).

Clark Atlanta University will uphold student confidentiality rights and protect access to information as provided by the Family Educational Rights to Privacy Act (FERPA) (20 U.S.C. §§ 1232g; 34 CFR Part 99). The act applies to all individuals formerly and currently enrolled at Clark Atlanta University. No exclusion is made for non-US citizen students. However, the act does not apply to a person who has applied for admission, but who never actually enrolled in or attended the institution, and deceased persons. Exception as allowed by law, information from the student's record will only be released with the consent of the student.

This authorization is valid until canceled or a new FERPA is completed. This student (You) may cancel or change this release at any time by submitting another FERPA form through Banner Web.

For further information regarding the FERPA Act, please [Click here](#)

3. Select which record type you would like to be disclosed or do not want disclosed:



DISCLOSURES AND NONDISCLOSURES
I am hereby granting consent for the following records/information to be disclosed or not disclosed as indicated below:

- * Accounting - Includes tuition and fee balance, financial holds, mailing and billing address, payment plans, accounting statements, collections information and debt information.
 Disclose Do Not Disclose
- * Admissions - Includes date of application, program selected, documents received, document pending, date of admission, admission status and conditions of admission.
 Disclose Do Not Disclose
- * Registration - Includes current enrollment, date of enrollment activity, enrollment status, residency status, semesters attended and mailing address information.
 Disclose Do Not Disclose
- * Academic Records - Includes courses taken, grades received, GPA, academic progress, honors, transfer credit award and degrees earned.
 Disclose Do Not Disclose
- * Financial Aid - Includes all general financial aid information
 Disclose Do Not Disclose
- * Directory - Includes name, address and telephone numbers, email addresses, date and place of birth and sex, classification, major field(s) of study, dates of attendance, degrees, and awards received, most previous educational institution attended, participation in officially recognized activities and sports, weight and height of members in athletic teams, and photographs.
 Disclose Do Not Disclose

4. Enter up to 4 full names that you authorize to receive the above designated information. Select their relation in the dropdown to the right of each name. ***IMPORTANT: The name listed will need to be the same first and last name the authorized person will provide when requesting information:***

AUTHORIZATIONS

*1. Parent ▼

2. None ▼

3. None ▼

4. None ▼

* Code Word **Must be given to us by your Authorized Person(s)**

PEARL

[Student FERPA Release Information](#)

This authorization is valid until canceled or a new FERPA is completed. This student (You) may cancel or change this release at any time by submitting another FERPA form through Wildcat Web (SSB).

I give permission for Clark Atlanta University to release selected items below to the recipient(s) listed. I hereby release Clark Atlanta University, its Trustees, officers, employees and agents from any liabilities based on the release of records pursuant to this authorization form.

Name (type) ID-Number (type)

5. Enter Code Word. This word will be asked to be provided by the authorized person when requesting information:

AUTHORIZATIONS

*1. Parent ▼

2. None ▼

3. None ▼

4. None ▼

* Code Word **Must be given to us by your Authorized Person(s)**

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Name (type) ID-Number (type)

6. Enter your full name and full 9-digit 900#:

AUTHORIZATIONS

*1. Parent ▼

2. None ▼

3. None ▼

4. None ▼

* Code Word **Must be given to us by your Authorized Person(s)**

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Name (type) ID-Number (type)

7. Enter Submit FERPA:

AUTHORIZATIONS

*1. Parent ▼

2. None ▼

3. None ▼

4. None ▼

* Code Word **Must be given to us by your Authorized Person(s)**

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Name (type) ID-Number (type)

8. To remove an authorized person:

- If you have multiple people listed, remove the person you would like to de-authorize in step 4.
- If only one person is listed, in step 3, select **Do Not Disclose** for all information types.