The Family Educational Rights and Privacy Act (FERPA) is a federal regulation that controls the release of student records to any third-party, including but not limited to spouse, parents, or guardians. For this reason and to protect student privacy, Grand View University is unable to release student record information unless the student provides written authorization.

Student Records Release allows you to control who can speak to Grand View about your account. You may for example want to grant access for a parent to call Viking Central with a question about your bill. Unlike proxy, this does not give access for the person to sign into Self-Service themselves.

Granting Records Release

- Records Release can only be managed by the student. Grand View cannot grant or modify access.
- Open Self Service https://selfservice.grandview.edu/student
- From the left-hand menu, select "User Options", "Student Records Release"
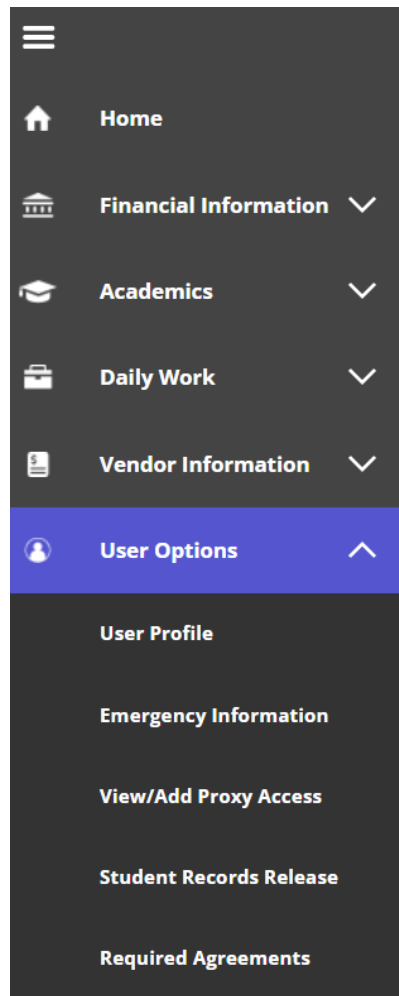
Giving Consent

If you wish to release information from your educational record to a third party, you can provide consent to what information can be released by adding an active relationship to your record. Click the blue Add Person/Relationship button.

Add Person/Relationship

Enter the information below for each person/relationship you would like to add.

- First Name
- Last Name
- Relationship
- PIN (Optional number that the person would have to provide when requesting information)
- Start Date

Next select the level of access.

Allow Complete Access will consent to all information.

Allow Select Access will allow you to choose from the options below. Hover over the ⓘ icon for more information on each option.

Access *
- ◉ Allow Complete Access
- ◯ Allow Select Access

  - ☑ Academic Information ⓘ
  - ☑ Accessibility Services ⓘ
  - ☑ Billing Information ⓘ
  - ☑ Student Conduct ⓘ
  - ☑ Financial Aid Awards ⓘ
  - ☑ Rm and Mailbox ⓘ
  - ☑ Tax Information ⓘ

Check the disclosure checkbox and click on the Submit button.

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

Cancel   Submit

Ending Access

To end access for an active relationship, click on the   ⊖   icon.

Modifying Access

To edit access for an active relationship, click on the pencil   ✏️   icon.

Update the appropriate access level for this relationship by allowing complete access or select access.

Access *
- 🔘 Allow Complete Access
- ⚪ Allow Select Access

Once updated, click the blue Save Button.

Save

Blocking Access

If you wish to keep your student record private, and do not want to grant access to a third party to receive information, check the Deny Access to All checkbox and then click "Submit."

☐ Deny access to All