Student Information Release

Navigation Path:
- Open a browser window.
- Go to http://buckeyelink.osu.edu/facultystaff.php.
- Select Student Services Center (staff view of Student Center).
- Authenticate, using your name and password.
- Alternate Path: Campus Community – Student Services Center (Student)

1. Click on Student Information Release.

Any changes to your Student Information Release page will override information you may already have provided for all releases -- Academic, Account and Financial Aid. Be sure to update information and check boxes for all applicable information releases.

By clicking the "Save" button below, you authorize release of the specified types of information to the designated individual(s) listed above. Refer to the appropriate "More Information" links for details on each type of information. Student information is released by The Ohio State University in accordance with the Family Educational Rights and Privacy Act of 1974 (as amended) and university policy.
2. Find the following on the **Student Information Release** tab:

   a. **View Audit** – See the history of changes to the various information releases.

   ![Student Information Release](image1)

   - **Audit ID**
   - **Date and Time**
   - **Action**
   - **Student ID**
   - **Person/Org**
   - **First Name**
   - **Last Name**
   - **Organization Name**

   ![Student Information Release](image2)

   - **Relationship**
   - **Phone**
   - **Access Code**
   - **Email Address**
   - **Academic Information Release**
   - **Financial Information Release**
   - **Financial Aid Information Release**

   b. **Access Code** – Value set by student and provided to designee. The code will validate the third party’s eligibility to obtain information the student has agreed to release.

   c. **Academic Information Release** – Checked, this indicates the student has approved release of academic information to the person(s) or organization(s) noted. Click “More Information” to see details about this selection.

   d. **Account Information Release** – Checked, this indicates the student has approved release of account information to the person(s) or organization(s) noted. Click “More Information” to see details about this selection.

   e. **Financial Aid Information Release** – Checked, this indicates the student has approved release of financial aid information to the person(s) or organization(s) noted. Click “More Information” to see details about this selection.

   f. **University Policy** – This link takes the user to the university policy governing release of information.
3. Click the **Withhold Directory Information** tab.

![Withhold Directory Information Tab](image)

By checking the box below, you indicate that you wish to withhold the release of your Directory Information. If you select this option, you indicate that you do NOT wish "directory information" to be released to persons requesting it and do NOT wish it to be listed in Ohio State’s Find People online directory.

By default, your directory information will be released.

PLEASE NOTE: if you ask for directory information to be withheld, it will be withheld from a variety of sources including YOU - THE STUDENT, friends, relatives, prospective employers, honors societies, and the news media.

Directory information includes the following: name, local and home addresses, phone number(s), enrollment status, program of study (college of enrollment, major, and minor), primary campus attended, participation in officially recognized activities and sports, and weight / height of members of intercollegiate athletic teams.

The following information is always considered releasable: email address, previous dates of attendance, degrees and awards received (to include honors, majors, minors, and specializations), previous educational agencies, and institutions attended.


- [ ] I wish to withhold the release of my Directory Information.

4. Find the following on the **Withhold Directory Information** tab:

   a. **View Audit** – See the history of changes to the various information releases.
   b. **I wish to withhold the release of my Directory Information** – Checked if the student does not want any information released about them. This is immediate and will result in the FERPA icon being displayed on all pages.