

# Student Information Release (View)

[The Family Education Rights and Privacy Act \(FERPA\)](#) of 1974, as amended, is a federal law that protects the privacy of student educational records, including financial records. Without the appropriate student information releases, student account and academic records cannot be discussed with a parent, guardian, spouse or other parties. Information releases for academic, account and financial aid information are completed through the **Student Center**.

1. Navigate to the **Student Services Ctr (Student)** page.

**Pathname: Campus Community > Student Services Ctr (Student)**

2. At the **Search** page complete the following field:
  - Student's OSU ID
3. Click on the *Student Information Release* link within the **Personal Information** section of the **Student Center** tab.

Brutus A Buckeye ID: \_\_\_\_\_

[student center](#) [general info](#) [prior educ & tests](#) [transfer credit](#) [academics](#) [finances](#) [financial aid](#) [advising](#) [tap](#)

Brutus's Student Center

**Personal Information**

[Demographic Data](#)

[Student Information Release](#)

[Bursar Information Release](#)

**Contact Information**

Permanent Address	Current Address
High St Columbus OH 43210	High St Columbus OH 43210 Franklin
Home Phone	Campus Email
614/555-3333	buckeye.1@osu.edu

4. View the **Student Information Release** tab. This will show any person or organization a student has authorized to receive information.
  - If there is no person or organization listed, the student has not selected to release this information to an individual or organization.
  - Check marks denote which specific types of information the student has released to the Designee: **Academic Information**, **Account Information**, and **Financial Aid Information**.

Student Information Release    Withhold Directory Information

**Buckeye, Brutus A**

**Student Information Release**      [View Audit](#)

Designee Information

Find    First 1 of 1 Last

Person/Org	Person	Add	Delete
First Name	Scarlet	Last Name	Buckeye
		Access Code	120A
Phone	614/555-3333	Email	
		Relationship	Mother

**Notes**

<input checked="" type="checkbox"/>	Academic Information Release	<a href="#">More Information</a>
<input checked="" type="checkbox"/>	Account Information Release	<a href="#">More Information</a>
<input checked="" type="checkbox"/>	Financial Aid Information Release	<a href="#">More Information</a>

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 designee(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](#).

Save
Go back

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Note: A unique **Access Code** is chosen by the student for each Designee to use to validate their identity when seeking information from the university.

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5. View the **Withhold Directory Information** tab. If the student has chosen to restrict the release of directory information, the FERPA icon is displayed on all pages.

Student Information Release
**Withhold Directory Information**

**Buckeye, Brutus A**

**Withhold Directory Information** [View Audit](#)

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.

Go to the Office of the University Registrar website at [http://registrar.osu.edu/policies/privacy\\_release\\_student\\_records.pdf](http://registrar.osu.edu/policies/privacy_release_student_records.pdf) for more information on the Family Educational Rights and Privacy Act (FERPA).

**I wish to withhold the release of my Directory Information.**

Save
Go back

Note: If a student has both **Designee Information** and the option to **Withhold Directory Information**, the option to restrict their directory information released should not impede the designee from obtaining the appropriate information selected on the release.

6. *View Audit* page will show the history of changes to the Student Information Release.

Buckeye, Brutus A														
Student Information Release														
Audit User ID	Date and Time Stamp	Action	Student ID	Person/Org	First Name	Last Name	External Organization Name	Relationship	Phone	Access Code	Email Address	Academic Information Release	Financial Information Release	Financial Aid Im Release
SRTRAIN75	10/14/13 12:27:42.969633PM	Add		Person	Scarlet	Buckeye		Mother	614/555-3333	120A		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Return](#)