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.

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.
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.

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.
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.