

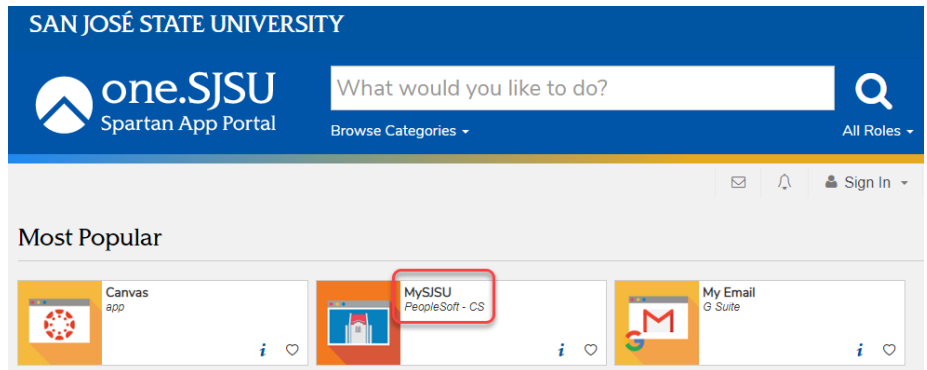
Students may grant consent for their designated person (parent or legal guardian) to university officials to disclose student record information as prescribed by FERPA. If a student has authorized a designee for their protected academic records to be disclosed to, you may access MySJSU to view the authorization. This guide will provide you the steps to look up the student and verify the person inquiring has been authorized by the student as a designee to disclose the requested information to. Go to [Family Educational Rights and Privacy Act \(FERPA\)](#) to learn more about how SJSU protects the privacy of student records.

The person inquiring must provide the following information to you first:

1. Student Information:
 - a. SJSU ID
 - b. Primary Name on student record
2. Inquirer Information:
 - a. First and Last Name
 - b. Access Code
 - c. Student information requesting

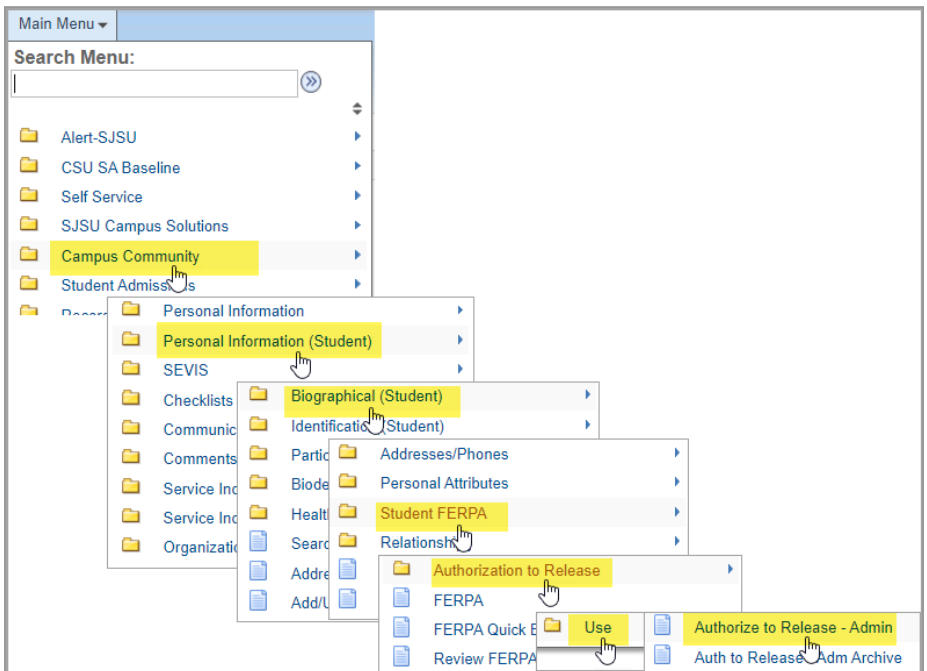
The one.sjsu.edu homepage displays.

1. Go to one.sjsu.edu
2. Click the **MySJSU** tile and log in if prompted.



MySJSU (PeopleSoft) page displays.

3. **Navigate to the Authorize to Release - Admin page: Main Menu → Campus Community → Personal Information (Student) → Biographical (Student) → Student FERPA → Authorization to Release → Use → Authorize to Release - Admin**



Autho to Release Admin 2020 page displays.

- Enter the student **SJSU ID** provided by the person inquiring. Click the **Search** button.

Authorize to Release Information - Current Status page displays.

- All information** in the next steps must be verified before disclosing student information. If any one of the items cannot be verified, you may **NOT** disclose student information.

- Confirm the **Student Name** matches the name provided by the person inquiring.
- Verify** there is an entry that matches the inquirer's information to a designee that has been authorized: **First Name, Last Name, and Access Code**.
- If the personal information matches, check the **Expiration Date** to ensure the designee's authorization has **NOT** expired.

Access expires at midnight of the expiration date. Information cannot be disclosed after the expiration date.

- If the authorization **has not** expired, verify the requested information pertains to an entry (**Department and Records to be Released**) that the student has authorized this designee.

- If **ALL** information verifies, disclose information. If not, **DO NOT** disclose information.