

Buffalo State Process for Completion of FERPA Disclosure

1. Student – downloads FERPA disclosure form from Registrar’s website
2. Student – completes the form
3. Student – submits completed form to the Office of the Registrar
 - a. Drops the form off at the front desk with a copy of their student ID
OR
 - b. Scans a copy of the completed form and emails it from their Buffalo State email account
4. Office of the Registrar – enters the pertinent information into the student record in DegreeWorks in the Notes section (keeping the notes public to the student).
 - a. Template would be as follows:
FERPA Release: Individual #1: [Name]; [Relationship], [Phone], [Address], [Email]. Record Release type: [Academic and/ or Financial] for [Academic Year (only one at a time)]. Entered By [Administrator’s Name] on [Date Information Entered].
5. Office of the Registrar – Sends a confirmation message to the student’s Buffalo State email.
 - a. Template would be as follows:
This email is to confirm that the Office of the Registrar received a FERPA disclosure consent from you and, in DegreeWorks in the Notes section, we have noted that [Individual 1, etc.] will have access to your [Academic and/ or Financial] for the [Academic Year].
Please contact our office immediately if any of this information is incorrect.
The Office of the Registrar