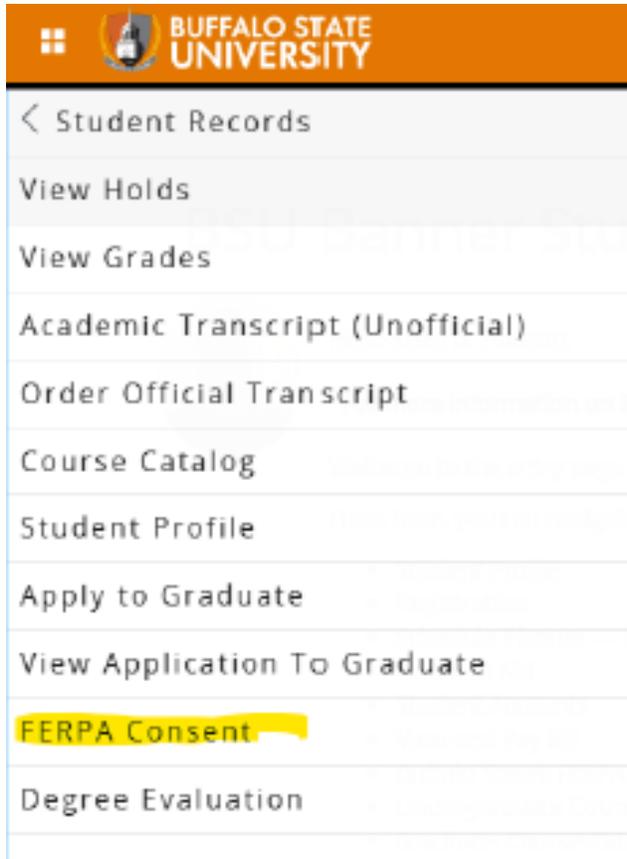


STUDENTS GUIDE TO FERPA CONSENT ONLINE IN BANNER

Login to Banner and click on the “Four Squares” menu in the upper left hand corner. Select “Student”, “Student Records”, “Ferpa Consent”



Here you will read the information and add your additional designees.

Consent Form for Disclosure of Non Directory Information (FERPA Release)

CLOSE

Please review Buffalo State's FERPA [policy](#) and Directory Information [policy](#) prior to adding a FERPA designee.

Under the Family Education Rights and Privacy Act(FERPA) there are certain parts of your academic record that cannot be released to others. There are instances when you may choose to allow individuals access to those records. The college must have a form on file that identifies the specific people we can discuss your educational and or bursar records with. .

I consent to the disclosure of any personally identifiable information from my education records to the individuals below, for reasons determined by Buffalo State College as appropriate.

This authorization will remain in effect for one year from the date it was created.

After that year is complete, a new entry or edit (save) to the existing entry will need to be done by the student.

***Please Note: Financial Aid requires a Separate Form.**

List your Designee here. Be sure to list their full name and their relationship to you.

Add Additional Designee

Save

List your Designee here. Be sure to list their full name and their relationship to you.

Individual #

Designee First Name * Designee Last Name *

Relationship to You *

Their Address Line1 *

Their Address Line2

Their City * Their State * Their Zip *

Their Email *

Their Phone *

Allow Discussion of Educational Records

Allow Discussion of Student Account Bursar Records

Date Created:

Save

Please note each designee is valid for one school year from entry, and after that in order to make the designee valid, you have to go back in and update the record each year to show the new date.

Please be sure to hit SAVE.