

You can determine whether the student has any FERPA restrictions by the presence of a window shade on the Student Services Center.

- If the window shade is present, there are restrictions.
- No window shade means you may release any of the [UA directory information](#) items. (Limited directory information should not be released to the general public.)



The screenshot shows a student profile for Wilma Wildcat with ID 00032161. A red prohibition sign is visible next to the ID. A window shade icon, which is a small computer monitor with a diagonal line through it, is circled in green. Below the profile information are navigation tabs for student center, general info, admissions, transfer credit, academics, finances, and financial aid. The 'Academics' tab is currently selected. A search bar labeled 'SEARCH FOR CLASSES' is located at the bottom right.

Wilma Wildcat ID: 00032161

student center general info admissions transfer credit academics finances financial aid

Wilma's Student Center

Academics SEARCH FOR CLASSES

There are two methods to view restrictions.

## METHOD 1

Click on the window shade  
for more details about the  
student's restrictions.

Wilma Wildcat ID: 00032161

student center general info admissions transfer credit academics finances financial aid

Wilma's Student Center

Academics

SEARCH FOR CLASSES

## METHOD 1, continued

Ignore the items in the blue outlined box at the top. These cannot be release to the public.

Bio/Demo Data			
Date of Birth:	07/08/1993	Birth Location:	<input type="checkbox"/> Employee
Gender:	Female	Marital Status:	Single
			<input type="checkbox"/> Contingent Worker
			<input checked="" type="checkbox"/> Person of Interest
No Photo Designated Releasable			

<a href="#">Releasable Name</a>	<a href="#">Releasable Address</a>	<a href="#">Releasable Email</a>
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[Return](#)

Notice the three items listed below the box.

Releasable Name

Releasable Address

Releasable Email

Click on the link to see the releasable information.

If any of these items are missing, then all information in that category is restricted.

## METHOD 1, continued

### Example 1

This student has NO window shade. She has no restrictions. All directory information can be released.



The screenshot displays the UAccess STUDENT portal interface. At the top, the header includes "UAccess STUDENT" and "UAZSASUP | Worklist | MultiChannel C". Below the header, a navigation bar shows "Favorites | Main Menu > Campus Community > Student Services Center". The main content area features a student profile with a blacked-out name and an "ID:" label followed by a blacked-out ID number. A green circle highlights the ID field. Below the profile, a row of buttons provides access to various services: "student center", "general info", "admissions", "transfer credit", "academics", "finances", and "financial aid".

## METHOD 1, continued

### Example 2

This student has a window shade. Click on the window shade for details.

Wilma Wildcat ID: 00032161

student center general info admissions transfer credit academics finances financial aid

Wilma's Student Center

Academics SEARCH

UAccess STUDENT UAZSASUP | Worklist | MultiChannel Console

Favorites Main Menu > Campus Community > Student Services Center

Releasable FERPA Directory Information

Bio/Demo Data

Date of Birth: 07/08/1993 Birth Location:  Employee  
Gender: Female Marital Status: Single  Contingent Worker  Person of Interest

No Photo Designated Releasable

Releasable Name  ReleasableEmail

There is a link for Releasable Names and Email. Click on each link to see which names and email addresses are releasable.

There is no link for Releasable Address which means all addresses have been restricted and must not be released.

## METHOD 1, continued

### Example 3

This student has a window shade. Click on the window shade for details.



Wilma Wildcat ID: 00032161

student center general info admissions transfer credit academics finances financial aid

Wilma's Student Center

Academics SEARCH



UAccess STUDENT UAZSASUP | Worklist | MultiChannel

Favorites Main Menu > Campus Community > Student Services Center

Releasable FERPA Directory Information

[Redacted Name]

Bio/Demo Data

Gender: Female Birth Location: Marital Status: Single

Employee  
 Contingent Worker  
 Person of Interest

No Photo Designated Releasable

There are no links present. This student has restricted ALL of their information.

For public inquiries or inquiries from the student, you must indicate that we have no record for the person in question.

## METHOD 1, continued

### Example 4

This student has a window shade. Click on the window shade for details.

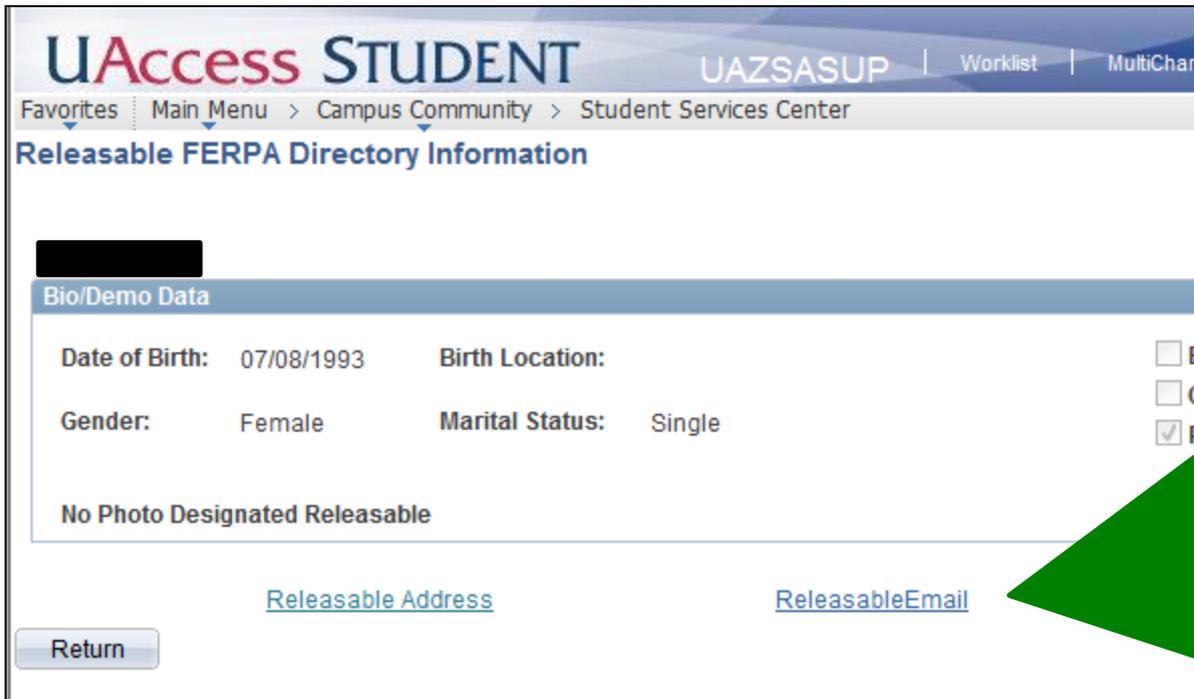


Wilma Wildcat ID: 00032161

student center general info admissions transfer credit academics finances financial aid

Wilma's Student Center

Academics SEARCH



UAccess STUDENT UAZSASUP | Worklist | MultiChan

Favorites Main Menu > Campus Community > Student Services Center

Releasable FERPA Directory Information

Bio/Demo Data

Date of Birth: 07/08/1993 Birth Location:  E

Gender: Female Marital Status: Single  C

No Photo Designated Releasable  P

[Releasable Address](#) [ReleasableEmail](#)

Return

There is a link for Releasable Address and Email, but there is no link for Releasable Name.

This has the same effect as restricting ALL information. For public inquiries or inquiries from the student, you must indicate that we have no record for the person in question.

## METHOD 2

If you have access to FERPA data in “Campus Community” you may view FERPA restrictions there. Follow the navigation path in the screenshot below. When the FERPA checkbox is marked, the student has one or more restrictions.

The screenshot shows the UAccess Student web application interface. At the top, the navigation path is: Favorites | Main Menu > Campus Community > Personal Information > Biographical > Person FERPA > FERPA. The page title is "FERPA". Below the title, there are redacted fields for a name and an ID. A checkbox labeled "FERPA" is checked and circled in green. To its right, a text box explains: "When selected, the following information will be restricted from release (with the noted exceptions for Release to Publications) according to FERPA guidelines and policies." Below this is a section titled "FERPA Restrictions" containing a table with two rows. The first row has "\*Record (Table) Name:" with the value "ADDR\_FERPA\_VW" and a magnifying glass icon, followed by "Addresses" and expand/collapse buttons. The second row has "\*Field Name:" with the value "MAIL" and a magnifying glass icon, followed by "Mailing" and expand/collapse buttons. Below the second row is a "Restriction Exceptions (by Publication Category)" section with a dropdown menu and an "Add" button. At the bottom of the page are three buttons: "Save", "Return to Search", and "Notify".

UAccess STUDENT UAZSASUP |

Favorites | Main Menu > Campus Community > Personal Information > Biographical > Person FERPA > FERPA

### FERPA

[REDACTED] ID: [REDACTED]

FERPA When selected, the following information will be restricted from release (with the noted exceptions for Release to Publications) according to FERPA guidelines and policies.

#### FERPA Restrictions

*Record (Table) Name:	ADDR_FERPA_VW	Addresses	+ -
*Field Name:	MAIL	Mailing	+ -
Restriction Exceptions (by Publication Category)			-
			Add

Save Return to Search Notify

# METHOD 2, continued

FERPA When selected, the following information will be restricted from release (with the noted exceptions for FERPA Publications) according to FERPA guidelines and policies.

**FERPA Restrictions**

\*Record (Table) Name: ADDR\_FERPA\_VW Addresses

\*Field Name: MAIL Mailing

Restriction Exceptions (by Publication Category)

\*Field Name: PERM Permanent

Restriction Exceptions (by Publication Category)

Add

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\*Record (Table) Name: EMAIL\_FERPA\_VW Email Addresses

\*Field Name: UA UA Official

Restriction Exceptions (by Publication Category)

Add

---

\*Record (Table) Name: NAMES\_FERPA\_VW Names

\*Field Name: PRI Primary

Restriction Exceptions (by Publication Category)

## Example 1

This student has restricted their mailing and permanent addresses, their UA Official email and their Primary Name.

Because their name is restricted, this has the same effect as restricting ALL information. For public inquiries or inquiries from the student, you must indicate that we have no record for the person in question.

## METHOD 2, continued

**UAccess STUDENT**

Favorites Main Menu > Campus Community > Personal Information > Biographical > Person FERPA > FERPA

### FERPA

[REDACTED] ID: [REDACTED]

FERPA When selected, the following information will be restricted from release (with the n Publications) according to FERPA guidelines and policies.

**FERPA Restrictions**

\*Record (Table) Name:  Personal Data

\*Field Name:  Date of Birth

Restriction Exceptions (by Publication Category)

**Example 2**

This student has restricted their birthdate. Since birthdate is limited directory information it should never be released publically, regardless of whether the student has restricted it.