

SPAIDEN – Person Information Menu and FERPA Identification

****When in doubt, do not release student information****

1) Enter:

- ID: N#

2) Click Next Block to enter the Current Identification section

3) Click the Additional Identification Tab

4) IF the student has consented to release student records the following fields will show:

- ID Type: FERP
- Description: FERPA
- Additional Identification: Authorized Person's name, security code, offices able to release information
 - Security Code will need to be provided by the Authorized Person(s) via the phone or in person prior to NSU releasing any information related to student records.
 - It is best to refer the individual to the distinct offices designated to release student information:
 - Below is a description of what information may be released by each office.
 - B = Bursar: Business and/or bursar's records which may include tuition, fees, and other charges
 - F = Financial Aid: Financial aid records which may include academic records related to financial aid standing
 - R = Registrar: Academic transcript information which may include enrollment, grades, academic standing, honor roll, or degrees
 - C = Conduct: Student conduct file
 - D = Disability Services: Disability services records which may include accommodations and correspondence
 - H = Housing: University Housing records which may include assignments, meal plans, charges, and conduct information
- Activity Date: Date consent granted
- User: WWW2_USER (if signed online), otherwise may have NSU Admissions / Records Specialist's username

Please see pg. 2 for example.

