Banner Training: Updated 6/28/17

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.
 - o It is best to refer the individual to the distinct offices designated to release student information:
 - o 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.

Banner Training: Updated 6/28/17 Oracle Fusion Middleware Forms Services: Open > SPAIDEN [Q] ORACLE. File Edit Options Block Item Record Query Tools Help Confidential ID: N000 Generate ID: Current Identification Alternate Identification Telephone Biographical E-mail Emergency Contact | Additional Identification Address ID Activity Type Description **Additional Identification** Date User ▼ 20-AUG-2013 **FERPA** WWW2_USER Mickey Mouse 12345678 BFR H FERP **FERPA** Minnie Mouse 456789AB CDH 20-AUG-2013 WWW2_USER OSF OSF 0000680345 06-MAR-2012 BURNETT

Additional ID Type; LIST for available types. Record: 1/3 . List of Valu... <OSC>