Student Consent to Disclosure form in Owl Express

The Student Consent to Disclosure form allows students to grant a third party, such as a parent or spouse, access to discuss their education records with KSU advisors, faculty and staff.

- The Family Educational Rights and Privacy Act (FERPA), a federal law that ensures the privacy of student academic records, specifies that only directory information like the student’s name, major field of study, and enrollment status, can be released to other parties without the student’s consent. Information like grades, a class schedule or billing statements cannot be provided to anyone without the student’s permission.
- In the past, students would sign the Student Consent to Disclosure form, in person, to permit parents and other designated parties to discuss FERPA-protected information. Now, with the implementation of the form through Owl Express, students can provide this information online without the added delays of completing and submitting paper forms.

For questions or assistance, contact the Office of the Registrar.
- Phone: 770-423-6200
- Email: registrar@kennesaw.edu
- Websites: registrar.kennesaw.edu, ferpa.kennesaw.edu

Instructions for Administrators- Viewing Access

Only students can submit and make changes to the Student Consent to Disclosure Form in Owl Express.

Below are the instructions on how to view who and what information the student has provided authorization for to discuss their education record.

1. Log in to Owl Express.
2. Click the Advisor Services or Faculty Services tab.
3. Click the Student Consent to Disclosure (FERPA RELEASE)- Admin View link.
4. Enter the Student ID number of the student you will be discussing. Then select the Go button.
5. From the Dashboard, locate the name of the person you are or will be speaking to. Under the Action column, select the View button.

6. You can view the unique PIN and the information that can be discussed with them in the Access Granted section.

7. Ask the person to provide the unique PIN number and, if possible, view their Photo Identification to verify they are the person the student granted access too.

Note: If there are no entries, it means the student has not authorized anyone to discuss their record. You will only be able to provide general information and cannot disclose student specific information.

Best Practices when discussing student specific information:

- Do not share the information found in this page with any parent and/or third-party representative. (i.e. Do not disclose to Person A what Person B was granted access to by the student).
- You cannot discuss student specific information through email with the parent and/or third party.
- It is preferred to communicate with the individual, in person, where you can validate their identity by viewing their government issued photo id and requesting the PIN number assigned to them.
- Should the discussion need to occur by phone or visual electronic methods (Webex video, Skype video, FaceTime video, etc.), you must authenticate the identity of the parent/third-party by requesting the PIN number granted by the student.
- Confirm the record(s) the student has granted access to by clicking View in the "Action" column. Not all grantees will be given the same access by the student.
- Remember, FERPA governs what may be released, but does not require you to disclose any information.
- When in doubt, contact the Office of the Registrar for assistance or view more information at ferpa.kennesaw.edu.