Welcome to the
Student Consent to Disclosure form

- 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 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.

Instructions for Students- Granting Access

Only students can access the Student Consent to Disclosure Form in Owl Express.

Below are the instructions on how to access the form and select the information you allow that person to access.

1. Log in to Owl Express
2. Click the Student Records tab
3. Click the Student Consent to Disclosure (FERPA RELEASE) link
4. Click the Click Here to Grant Access button in the dashboard.
5. Select the phone number you can be contacted at, should any questions occur.

6. In the Authorized Third Party section, enter the name, phone number, and relationship of who you want to grant access to.

7. Create a unique, 4-digit numeric PIN (Personal Identification Number)* for the person you granting access.

- * Be sure to tell this PIN to the authorized third party! The PIN only helps confirm the identity of the person. After confirming the PIN, university staff will also check the specific information to which you have given access for that specific person.

8. In the Access Granted section, indicate in the checkbox which types of information can be released.

- Academic Records: Authorize release of grades/GPA, demographic, registration, student ID number, academic progress/status, immunizations, and/or enrollment information.
- Billing/Financial Records: Authorize release of billing statements and repayment history (including credit reporting history, and balances). University-maintained loan disbursements, charges, credits, payments, past due amounts, financial holds, collection activity, and meal plans.
9. Read the authorization section and click submit.

- Note: This authorization will remain in effect until it is revoked by you. To revoke the FERPA authorization, you must remove the access by selecting the Delete button in the Action Column of the dashboard.

10. You will receive a notification that your submission was successful. Click back to dashboard to view the addition/changes.

Instructions for Students- Changing Access

Below are the instructions on how to change the information you allow a third party to access.

1. From the Dashboard, click the Edit button of the person you wish to change access.

2. In the Access Granted section, indicate in the checkbox which types of information can be released.

- Academic Records: Authorize release of grades/GPA, demographic, registration, student ID number, academic progress/status, immunizations, and/or enrollment information.
- Billing/Financial Records: Authorize release of billing statements and repayment history (including credit reporting history and balances), University-maintained loan disbursements, charges, credits, payments, past due amounts, financial holds, collection activity, and meal plans.
3. Read the authorization section and click submit.

![Authorization](image)

4. You will receive a notification that your submission was successful.

![Notification](image)

**Instructions for Students- Deleting Access**

Below are the instructions on how to remove access from a third party.

1. From the Dashboard, under the Action column, select the Delete button.

![Dashboard](image)

2. A pop-up will appear. Select ok to delete access, or cancel to keep access.

![Pop-up](image)
3. You will receive a notification that your deletion was successful.

4. When you are back in the Dashboard, the selected individual will no longer appear.

Instructions for Students - View Access
Below are the instructions on how to remove access from a third party.

1. From the Dashboard, under the Action column, select the View button.

2. You can view the access granted per person in the Access Granted section.

3. Select the Back to Dashboard link at the top right of the page to view or make further edits.