

Authorization to Release Educational Records

Faculty & Staff Guide

About the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. With limited exceptions, FERPA requires written consent before personally identifiable information contained in a student's educational records may be disclosed.

For more information on FERPA, visit Ferpa.unt.edu.

Authorization to Release Educational Records

Through myUNT, students may authorize UNT faculty and staff to discuss their educational records with a designated 3rd party (parent, guardian, etc.)

The student must provide the name, contact information, and a passcode for each individual they wish to authorize access to their educational record. The student may specify the categories of information that may be released to each individual.

In order to access information regarding a student's educational record, the 3rd party must confirm their identity by providing the passcode to UNT staff or faculty.

Viewing Authorization to Release Records to 3rd Party

Faculty and staff can view the individuals authorized to access a student's educational information on the Third Party Release Staff Page in myUNT.



Depending on their security access, faculty and staff can access this page via one of three routes: Student Customer Service, Campus Community, or UNTS GBSA Processes.

As shown below, the Third Party Release Staff Page lists each authorized individual, their relationship to the student, the information they are authorized to access, and the passcode assigned by the student.

Active Third Party Releases | Third Party Release Log

Empl ID: 1000000000

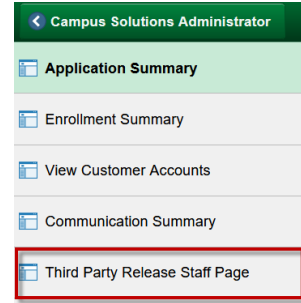
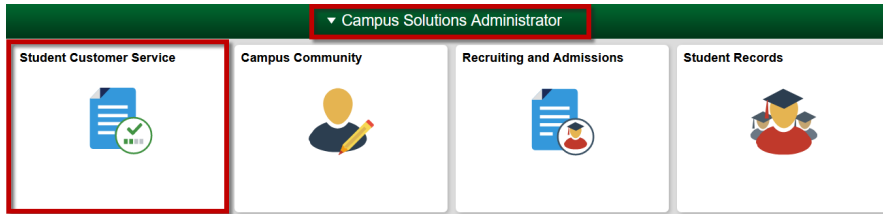
Display Name: Student / Parent / Guardian

Current 3rd Party Release							Personalize Find  
Institution	Full Name	Relationship	Third Party Text ID	Date Time Updated	Passcode	Email Address	
1	NT752	University of North Texas	Mother	1. STUDENT RECORD INFORMATION RELEASE	04/16/20 5:27PM	MeanGreen	unt@unt.edu
2	NT752	University of North Texas	Mother	2. FINANCIAL AID INFORMATION RELEASE	04/16/20 5:27PM	MeanGreen	unt@unt.edu
3	NT752	University of North Texas	Mother	3. STUDENT FINANCE INFORMATION RELEASE	04/16/20 5:27PM	MeanGreen	unt@unt.edu
4	NT752	University of North Texas	Mother	8. PARKING INFORMATION RELEASE	04/16/20 5:27PM	MeanGreen	unt@unt.edu
5	NT752	University of North Texas	Mother	5. ADMISSIONS INFORMATION RELEASE	04/16/20 5:27PM	MeanGreen	unt@unt.edu
6	NT752	University of North Texas	Mother	6. ADVISING INFORMATION RELEASE	04/16/20 5:27PM	MeanGreen	unt@unt.edu
7	NT752	University of North Texas	Mother	7. HOUSING INFORMATION RELEASE	04/16/20 5:27PM	MeanGreen	unt@unt.edu
8	NT752	University of North Texas	Mother	4. STUDENT AFFAIRS INFORMATION RELEASE	04/16/20 5:27PM	MeanGreen	unt@unt.edu

Fluid Self-Service Navigation

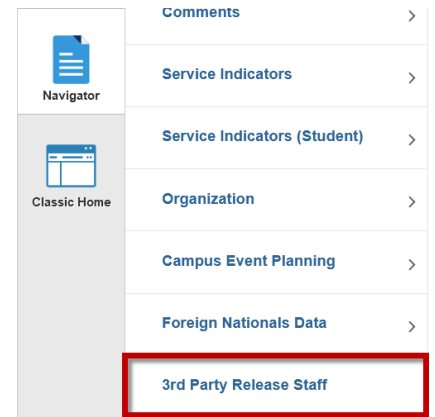
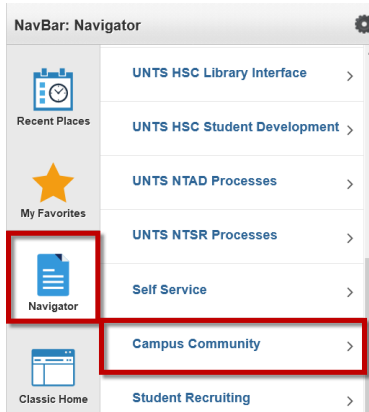
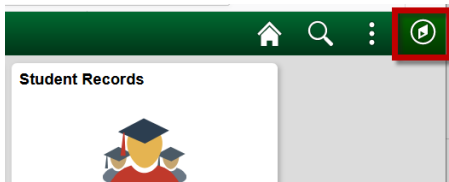
Student Customer Service

From the Campus Solutions Administrator landing page, click the Student Customer Service Tile. Select Third Party Release Staff Page from the menu.



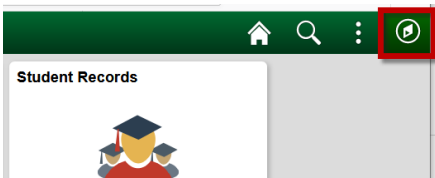
Campus Community

From the Campus Solutions Administrator landing page, click the NavBar. Select Navigator. From the Navigator menu, click Campus Community. Select Third Party Release Staff.

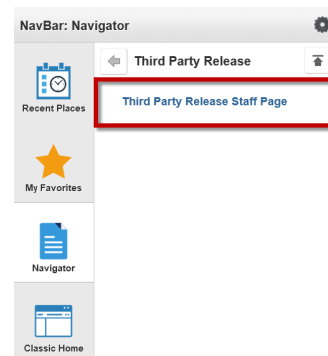
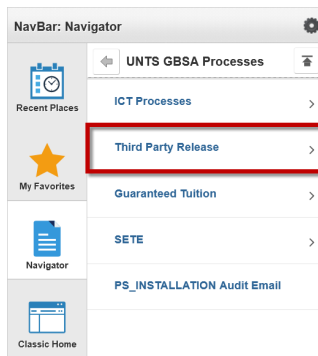
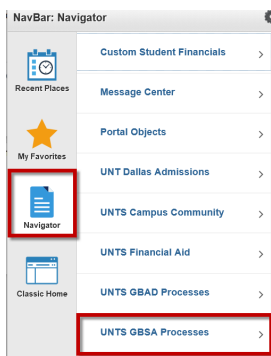


UNTS GBSA Processes

From the Campus Solutions Administrator landing page, click the NavBar.



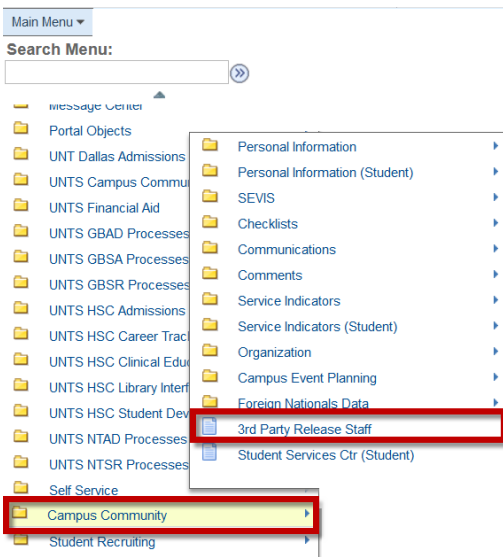
Select Navigator. From the Navigator menu, click UNTS GBSA Processes. Select Third Party Release from the menu. Click Third Party Release Staff.



Classic Home Navigation

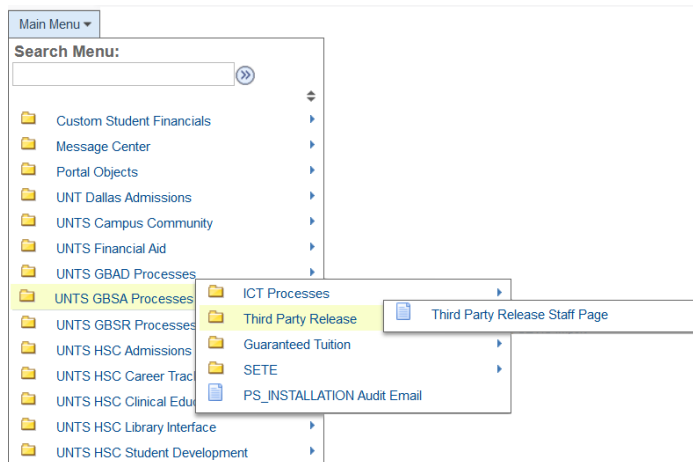
Campus Community

From Main Menu, select Campus Community. Click 3rd Party Release Staff.



UNTS GBSA Processes

From the Main Menu, select UNT GBSA Processes. Click Third Party Release, followed by Third Party Release Staff Page.



Questions

For further assistance, contact the Office of the Registrar at Registrar@unt.edu or 940-565-2111.