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.
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 940-565-2111.