

What is FERPA?

The law says that once students begin postsecondary study, the College can only release education records to parents or guardians if the *student* consents to that release in writing or if the *parent or guardian* provides us with proof of the student's financial dependency (usually substantiated by a certified copy of the most recent Federal Income Tax Form).

<https://studentprivacy.ed.gov/faq/what-ferpa>

More on the [Washcoll website about FERPA](#)

How to provide consent (if you choose):

Step 1: Log into [Self Service](#)

Step 2: At the top right of your screen, click on your username.

The screenshot shows the Washington College Self-Service portal. At the top left is the Washington College logo. The main header says "Hello, Welcome to Colleague Self-Service!" and "Choose a category to get started." On the right, there is a user profile dropdown menu for "username2" with options: "User Profile", "Emergency Information", "View/Add Proxy Access", "Student Records Release (FERPA)", "Account Preferences", and "Required Agreements". Below the header is a "Notifications" section with a table containing one notification: "WAC Scholar" with details "Student is a Washington College Scholar." The main content area is a grid of service tiles: "Student Finance", "Financial Aid", "Tax Information", "Banking Information", "Employee", "Student Planning", "Course Catalog", "Grades", and "Graduation Application". Each tile includes an icon and a brief description of the service.

FERPA

Step 3: Click on 'Student Records Release (FERPA)

Step 4: You will be given the option to deny access to anyone (so no information can be shared) or you can choose to grant specific access to specific people in the categories of Academic Records, Billing Information, and Financial Aid.

For example, you may enter your Mother's name and indicate they can have access to only Billing Information, and then you may enter your Uncle and indicate that he may have access to Academic Records.

The screenshot shows the 'Student Records Release Information' page on the Washington College website. The page features a dark sidebar on the left with navigation icons for home, college logo, settings, graduation, and user profile. The main content area includes the Washington College logo and name at the top left, and a user menu at the top right with options for 'usernameZ', 'Sign out', and 'Help'. The page title is 'Student Records Release (FERPA)'. Below the title, there is a section titled 'Student Records Release Information' containing an informational message: 'The Federal Rights and Privacy Act (FERPA) prohibits Washington College from releasing educational records of any current student to parents/guardians unless the student consents to that release. Use this page to identify individuals with whom your records may be released. Please also identify the specific records that may be released to each individual (Academic Records, Billing, and/or Financial Aid)'. Below this message is a checkbox labeled 'Deny access to All' which is currently unchecked. Underneath is a section titled 'Active Relationship' with a message 'No Active Relationship Available' and a blue button labeled 'Add Person/Relationship'. At the bottom of the page, there is a copyright notice: '© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.