Financial Aid

Privacy Release Necessary for Family Members

Boise State faculty and staff members strive to be as helpful as possible to students and their families while operating within the law. A federal law called the Family Educational Rights and Privacy Act (FERPA) protects each student's rights with respect to his or her educational records... including financial aid information and university account balances.

This excerpt is taken from the Confidentiality and Privacy Statement (http://registrar.boisestate.edu/general-information-and-policies/student-records/) for students located on the Registrar's Office website:

"... before distributing confidential information outside the university – even to members of your family – Boise State faculty and staff must first secure your written permission to do so.

You must complete a privacy release form to allow individuals other than yourself to access your student records related to grades, financial aid, and account."

The Boise State Release of Information Form (Privacy Release) (http://registrar.boisestate.edu/wp-content/uploads/2011/07/release-info.pdf) allows a student to pick and choose from several options regarding the information that may be shared with the individuals the student chooses. For instance, the student may indicate that it is okay to share Financial Aid and Student Account information, but not Academic Records, or Student Conduct Records.

When it comes to financial aid, given the amount of information parents or spouses are required to provide on the FAFSA or for verification purposes, it is especially beneficial to submit Privacy Release for these individuals.

For more information regarding FERPA and Boise State's policies and procedures regarding a student's privacy, please contact the Registrar's Office at 426.4249 located in the Administration Building, Room 110.

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When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) is a federal law that limits the amount of information that can be released about students without their specific written permission.

The maximum information we can release on a student who has not requested privacy to someone outside the University is:
- Email address
- Date of birth
- Dates of attendance
- Full-time/Part-time status (based on 12 credit hours)
- Mailing address and telephone number
- Class standing (freshman, sophomore, etc.)
- Major and minor plans
- Degree(s) earned and date degree was earned

You may not release the following information to anyone outside the University without the student's specific written permission (this includes parents, spouses, the police, even Campus police, etc.). This information can be obtained by subpoena to the Registrar.
- Courses students have taken
- Location of courses they are currently enrolled in
- Grades and GPA's
- Parent's name and address
- Student number or social security number
- Gender
- Credit hours earned
- Probation/Dismissal status
- Previous institutions attended
- Holds (service indicators)
- Student account information
- Financial aid or veteran's status
- ACT or SAT test results
- Etc!

If a student has requested PRIVACY, the FERPA blind will appear on the panel in PeopleSoft. This means a student has requested privacy, and you may release nothing about this student without their specific written permission or subpoena.

Even when communicating with students about their records, you need to take precautions. You must make a reasonable attempt to verify that students are who they claim to be. This applies to in-person, phone and email exchanges. An exception exists for inquiries received from a BSU email account.

- In-person: Before divulging information about a student’s record, ask for photo ID from that student. If the student does not have photo ID, ask the student for at least one of the following: Student ID, SSN, birth date, phone number, or address. If you remain unsure about a student’s identity you should ask for answers to a combination of the above.

- BroncoMail: Since students must use their usernames and passwords to access their BroncoMail accounts, BroncoMail is considered “secure” by the University. You can assume that inquiries received from a student’s BroncoMail account are from the student. No further verification is needed.

- Other email or phone: Before divulging information about a student’s record, ask the student for one of the following: Student ID, SSN, birth date, phone number, or address. If you remain unsure about a student’s identity you should ask for answers to a combination of the above.
Release of Information

Boise State University will not release any information to any private individual and most agencies without your written permission—unless legally required. This Release of Information form will stay in effect until you rescind it in writing.

To Permit the Release of Information

I, ___________________________________________ BSU Student ID #: ______________________

print first name                 middle initial                last name

Date of Birth: ______________________

give my permission to Boise State University to release to the following people:

1) Name: ___________________________ Relationship: ___________________________

2) Name: ___________________________ Relationship: ___________________________

3) Name: ___________________________ Relationship: ___________________________

I hereby grant the above people to have access over the phone, in person, by mail or by email to the following records:

☐ Admissions Records

☐ Disability Services Records

☐ Financial Aid Records

☐ Student Account/Financial Records

☐ Student Conduct Records

☐ Student Education Records (current students or alumni are still required to sign for the release of official transcripts.)

________________________________________   ______________________
Student signature                     Date

To Rescind (Cancel) the Release of Information

I rescind my permission for release of information to:

1) Name: ___________________________________________

2) Name: ___________________________________________

3) Name: ___________________________________________

________________________________________   ______________________
Student signature                     Date