

Directions for Authorizing CU Boulder to Release Information to SACM

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. (More information: <http://www.colorado.edu/registrar/students/records/ferpa>). In accordance with FERPA, we cannot release any non-directory information without permission from the student. Some examples of non-directory information include immigration information, class schedule, and grades.

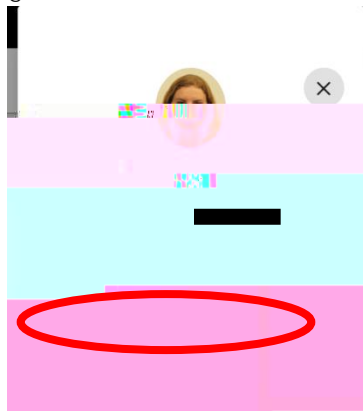
By filling out this form, you are giving us permission to release some non-directory information to your sponsor.

Here are directions for filling out this form:

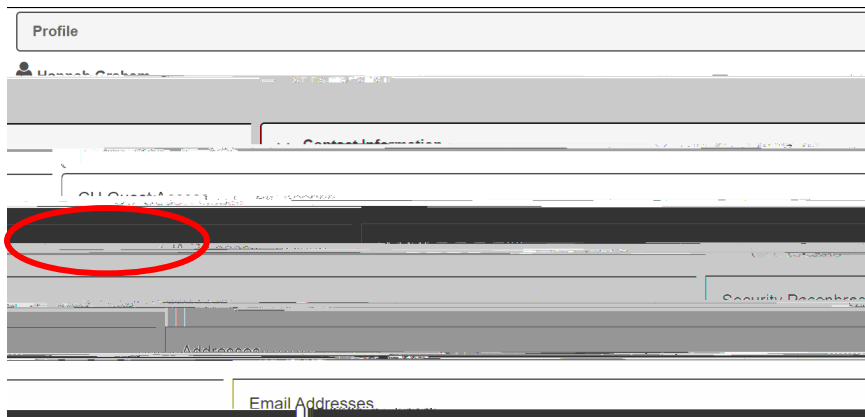
1. Log in to Buff Portal
2. On the top, right side of the screen, click on this symbol:



3. Click "Account Settings"



4. Under "Account Settings," click on "Profile and Privacy"
5. Click "FERPA Release"



6. You may read the information on this page to get a deeper understanding about FERPA and what it means for you as a student.
7. Scroll all the way down and click "Authorize/Edit FERPA Consent to Release" in the bottom left corner.
8. You will be sent to a page that explains that you have the ability to choose what is released and to whom it is released. You can click on "Boulder directory information" for more specific information on FERPA at CU Boulder.
9. At the bottom of this page is the actual form that you will fill out. Read the information under "FERPA Consent to Release Student Information."
10. Please click "Authorized Third Party-Organization"

The screenshot shows the 'FERPA Release Information' form. At the top, there is a header 'FERPA Release Information'. Below it, there is a section for 'Organization' with a dropdown menu labeled 'Select'. To the left of the dropdown, there is a checkbox labeled 'Never Expires' which is checked. Below the dropdown, there are three radio button options: 'Academic Record Only', 'All Education Records', and 'Financial Record Only'. The 'All Education Records' option is selected.

11. For "Organization" please use the drop down to select "Saudi Arabian Cultural Mission."
12. For "Authorization Phrase," please use your ID number from your sponsor. This number may be found in your financial guarantee. By using your ID number from your sponsor as your password, it makes it easier for your sponsor to request information. You will not be able to save unless you enter a password.
13. We suggest you select "All Education Records." This includes the financial, **academic, and immigration** information your sponsor needs but does not include Wardenburg Health Records, Housing Information, or Honor Code Violations.

The screenshot shows the 'FERPA Release Information' form. At the top, there is a header 'FERPA Release Information'. Below it, there is a section for 'Authorized Third Party - Organization' and 'Authorized Third Party - Individual'. Below that, there is a warning message: 'WARNING! DO NOT USE A LOGIN PASSWORD'. Below the warning, there is a section for '*Authorization Phrase' with a checkbox labeled 'Never Expires' which is checked. Below the authorization phrase, there are three radio button options: 'All Education Records', 'Financial Record Only', and 'Academic Record Only'. The 'All Education Records' option is selected. Below the radio buttons, there are two buttons: '+ Add' and 'X Delete'.

