

View a Student's FERPA Information

Form/Function

Since the summer of 2006, students have been completing their FERPA release form online. Faculty can view this information from the Hofstra Online Information. For all students enrolled prior to summer, 2006, FERPA information may also be visible on the first line of the Transcript Remarks.

The new form allows faculty to verify the caller's identify via a correct response to a challenge question. The student sets up a Challenge Question and Response and shares it with each authorized user.

Procedure

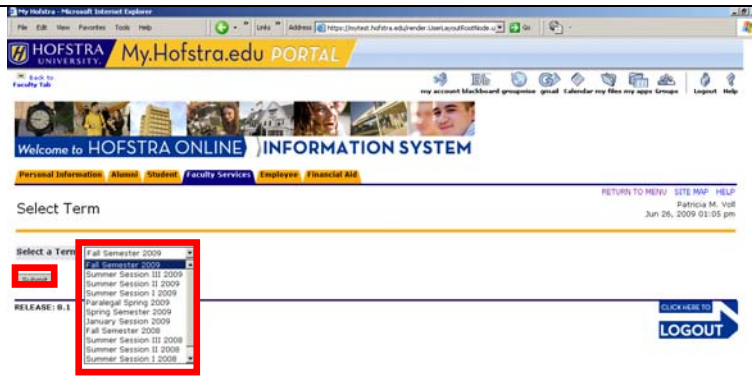
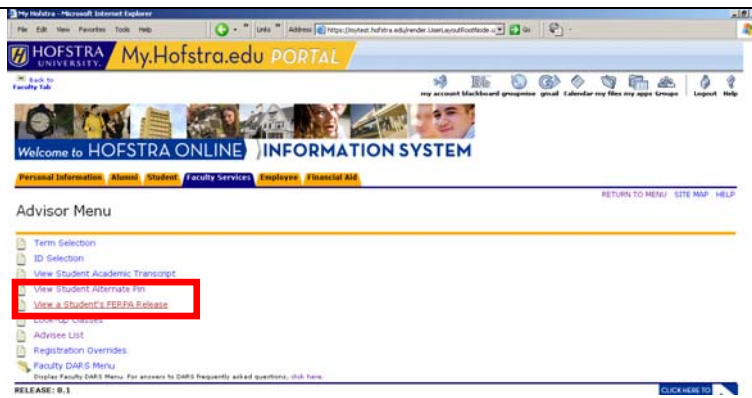
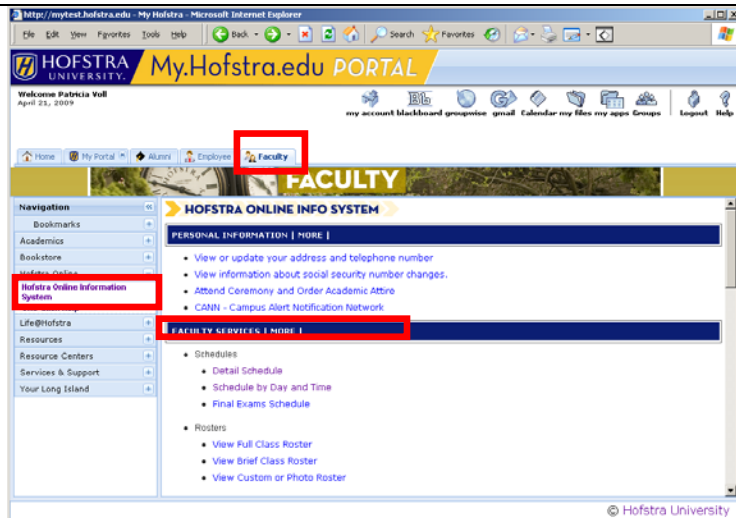
- 1) After login to the My.Hofstra.edu portal, click the Faculty Tab and open the **Hofstra Online** category in the left navigation pane. Click HOFSTRA ONLINE INFORMATION SYSTEM and click the Advisor menu bar.

- 2) Click View a Student's FERPA Release.

- 3) If you have not already select term you will be prompted to do so.

Use the drop-down arrow to select the correct semester, **SUBMIT**.

Note: The semester you choose will remain as your default semester until you select another. Click on the **TERM SELECTION** option from any menu to change the semester.



Form/Function

Procedure

- 4) If you have not already selected a student, you will be prompted to do.

Enter the Student's Hofstra ID number that begins with 700

OR

Type the last name and/or first name.

Click **SUBMIT**.

Note: Use of the wildcard “%” is permitted.

This will remain as your default student until you select another.

- 5) Choose your student from the drop down list and click **SUBMIT**.



- 6) Verify by clicking **Submit**

Note: You can select another student from the link at the bottom.

My.Hofstra.edu PORTAL

Welcome to HOFSTRA ONLINE INFORMATION SYSTEM

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Patricia M. Voll
Fall Semester 2008
Jun 26, 2009 01:14 pm

ID Selection

You may enter:

- The ID of the Student or Advisee you want to process. OR
- Search by Partial Names (Last or First name, % for all) and Search Type.
(Search type: -Students - in your class, advisees - explicitly assigned on banner form SGAADV6, Both - a combination of both, All - active students for selected term.)

Then select student

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

RELEASE: 0.1

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Patricia M. Voll
Fall Semester 2008
Jun 26, 2009 01:02 pm

ID Selection

Select the student you wish to assist and click Submit Name.

Student or Advisee:

RELEASE: 0.1

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Jun 26, 2009 01:19 pm

Student Verification

Please verify that the person you have selected is correct by pressing the Submit button. If this is incorrect, choose the ID Selection link to try again.

Name is the name of the student or advisee that you selected.

RELEASE: 0.1

7) Verify the Student's name.

Verify the Authorized User's name and possibly relationship.

Check the Limited Purpose field for any waiver qualifications.

Have the user respond to the challenge question before disclosing any education information.

Choose another student using the link at the bottom of the page.

IMPORTANT: Check transcript remarks for FERPA release information for all students enrolled before summer 2006.

8) Click the tabs at the top to navigate to another menu within Hofstra Online or click Back to Faculty tab.

HOFSTRA UNIVERSITY My.Hofstra.edu PORTAL

Welcome to HOFSTRA ONLINE INFORMATION SYSTEM

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Display of Students FERPA Authorized Users

HOFSTRA UNIVERSITY
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
STUDENT RELEASE

Family Educational Rights and Privacy Act (FERPA) is a federal law which sets forth requirements regarding the privacy of student records. Complete information regarding FERPA can be found at: <http://www.ed.gov/policy/gen/guid/fpco/index.html>

Students have waived their rights under the Family Educational Rights and Privacy Act of 1974 and authorize Hofstra University to discuss and/or disclose education records to the following individuals:

VERIFY the persons identify using the challenge question and answer.

Please also check the "Comments section" of the student's transcript to determine if there may be a hard copy FERPA release on file.

ACTIVE Users who have been authorized by Student: Kate M. Hofstra.

Name of Authorized Person:	Daniel Hofstra	Relationship to Student:	Father
Limited Purpose:			
Challenge Question:	What was the name of the childhood favorite stuffed animal?		
Challenge Response:	Squeaky		

1 10 Selection 1 Term Selection 1

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