



How to Complete FERPA Authorization Form

(Once logged into the Hofstra Portal, click the Student Services tab from the menu on the left side)

- ✓ Click **Student Records**
- ✓ Click **FERPA** (Family Educational Rights and Privacy Act) Authorization
- ✓ Designate the Name of the Authorized Person, Relationship to Student, and Address
- ✓ Select if you give access to All records (including health & counseling records) or No access to the above-named Authorized Person(s)
- ✓ Or select all that apply
 - Financial records
 - Academic records
 - Advising records
 - Conduct records (Judicial, Community Standards and Honor Board)
 - Student involvement records
 - Residence Life (housing) records
- ✓ Provide a Challenge Question and Challenge Response
 - This will be verified each time the Authorized Person speaks with a University representative.
 - You must inform the Authorized Person of the challenge question and the response that you selected.
 - Samples of challenge question: Name of your first pet? Color of your first car? Your favorite subject in high school? Father's middle name?
- ✓ **Check the box** affirming that you have carefully read the forgoing authorization and fully understand the meaning and intent of this document
- ✓ Press **I Affirm**