What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that establishes guidelines governing the way educational institutions, including Brenau, must maintain and handle student records. The law prohibits the release of financial or academic records, without the student's prior consent, to any third party, **including parents or guardians**.

Why is it important for a student to issue a FERPA Release?

We understand that being able to inquire about their student's academic or financial information is important to many parents, especially those who help fund their student's education in order to make a payment or payment arrangement. However, Brenau can not release this information unless prior authorization has been given by the student.

A release can be issued by the student in two ways. You can choose to do either or both.

1. Issue limited 3rd party access to your CampusWEB account. This is done by clicking "My Guest Access" on your CampusWEB dashboard. That will open a page where you can issue multiple individuals access to the sections of your record you designate. For instance, if you issue permissions to your student account, your 3rd party can view your billing and make payments to your account from their CampusWEB account. If you issue permission to your grades, your 3rd party can view your grades. Note: you will need to provide your student id-no to the 3rd party you designate. They will log into CampusWEB directly at https://campus.brenau.edu and click "alumni/parent portal on that site.

2. You can provide a FERPA release to multiple individuals who call or email Brenau for information. You can allow authorized parents, guardians, or other 3rd parties to request and receive information about your financial and academic records. You will input the name of the individual(s) and a password they must provide to the Brenau faculty or staff member. Please see "my FERPA Permissions" on the CampusWEB dashboard.

   You can also remove a FERPA release.

   The staff or faculty member will verify that both the contact's name and identifying password match the FERPA Release before communicating any details. **If the individual requesting information is not listed as a designee, or provides an incorrect identifying password, we will be unable to speak to them about the student's account.**

It is important that you review your FERPA and CampusWEB releases on a regular basis to ensure that your 3rd party access is current.

You can find more detailed information about federal guidelines for The Family Educational Rights and Privacy Act online at studentprivacy.ed.gov.