

# **STUDENT GRANTED ACCESS TO EDUCATIONAL RECORDS and RECOMMENDATION RELEASE FORM**

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## **STUDENTS MAY GRANT ACCESS TO EDUCATIONAL RECORDS**

Students have the ability to grant access to their educational records via WebAdvisor. They may grant access to any faculty or staff member at the college. The access lasts for 30 days, and then automatically expires. Access includes transcript, schedule and program evaluations. To grant access, a student can choose a link on the WebAdvisor menu.

## **RECOMMENDATIONS**

When students are granting access so that you can provide a recommendation – or even if they don't grant access but have asked you to provide a recommendation - the Family Education Rights and Privacy Act still applies. ***This means that you may not give educational information (including grades or performance/attendance in class) to a third party without a written release from the student.***

On the student WebAdvisor page, we have posted a link to a release form for recommendations. (It is also posted on the Faculty page of the Registrar's website.) Students may fill out this form and sign it to allow you to provide recommendations. We recommend that you either keep this form for your records, or send it to the Registrar's Office to be kept in the student's file. *Please note that this form is designed to cover only recommendations from faculty or staff. Students should see the Registrar's Office if they intend to have records released for another reason.*

## **ACCESSING STUDENT RECORDS**

To view records once a student has provided you with access, choose the Faculty menu link in WebAdvisor, and then click on the "Student Granted Access" link. You will see a list of students who have granted access to you. Choose the type of record from the drop-down list in the Action field.