



Central Washington University

Enterprise Applications

Financial Management + Human Resources + Student Administration

Release of Information (Student)

Business Process Guide

Update Log

Date	Action	Page(s)
03/31/2020	Created document	ALL

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Introduction

Release of Information is designed for students to authorize a release of information to a specific designee(s). Students will input the first and last name of the designee and a numerical code. The code must be five digits, if it is not the system will adhere preceding zeros. This code must be shared with the designee which will be requested to release the specific areas of information within a date frame. If no end date is entered the end of the authorization is until the student's graduation. A student can edit, add or remove access at any time.

Release of Information Authorized areas

Categories

Admissions

Academic

Staff Advisor

Billing

Business Services

Disability

Disciplinary

Financials

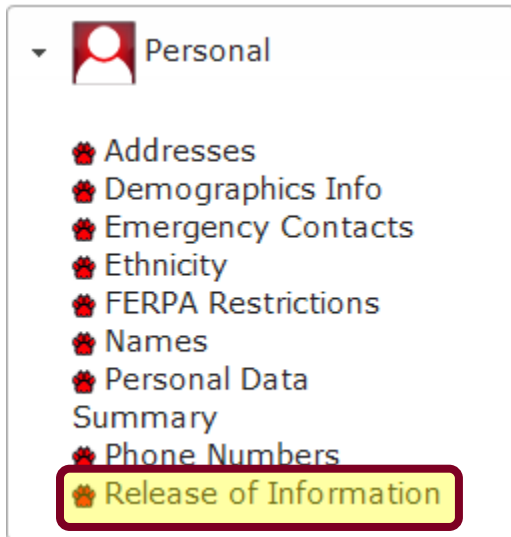
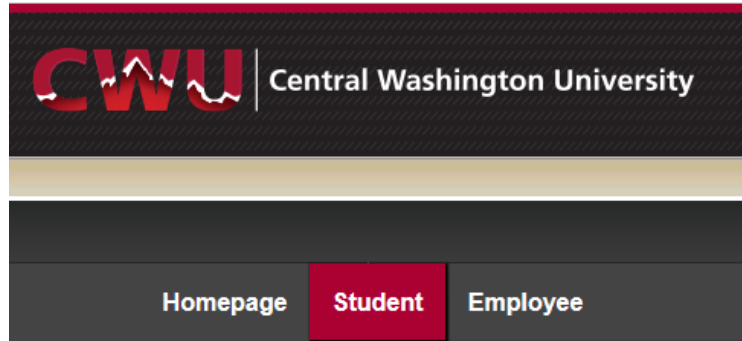
Graduate Studies

Housing

Recreation Sport Clubs

Verify Release of Information Classic Navigation

Classic Navigation: *Student Dashboard*



Step	Field	Note
1.	Click Student Tab	
2.	Click Personal	Accordion folders on left hand side
3.	Click Release of Information	Release of Information opens in separate tab

There are several release clause explanations (review them)

Release of Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student's educational records. To obtain a thorough understanding of our FERPA policy, we encourage you to review the complete policy at the following [link](#) before you authorize others to access your student educational records.

By completing the below authorization to release your educational record, you are requesting Central Washington University to disclose your educational records to the individuals you designate, such as your parents, guardian, etc. Granting authorization to one office, does not grant authorization to all offices. The authorization will stay valid until completion of your degree, unless you designate a specific end date or remove the individuals name from the authorization.

By completing the below fields, I understand that I am authorizing the following office(s) to release my information and records to the person(s) listed on this page.

- Office of Admissions: may release information and records through the public records office such as application status, transcripts and/or test scores status (receiving or missing), student record holds, etc. **Contact: Admissions (509) 963-1211.**
- Graduate Studies: may release information and records through the public records office such as application status, transcripts and/or test scores (receiving or missing), graduate student file, course of study, graduate committee and option approval, graduation application, academic standing, graduate assistant contract and application, residency, etc. **Contact: Graduate Studies at (509) 963-3101.**
- Office of the Registrar & Student Records: may release information and records through the public records office such as grades, enrollment, progress towards my degree, academic standing, degree application status, graduation application status, transcripts, leave of absence petition, tuition and fees petition, course challenge, etc. **Contact: Registrar Services (509) 963-3001.**
- Dean of Students & Student Rights and Responsibilities: may release information and records through the public records office such as disciplinary status and file, housing incident reports, report of concerns, intervention, etc. **Contact: Student Success Office (509) 963-1515.**
- Staff Advisors: may release information and records through the public records process such as academics, transcripts records, grades, advising notes, placement test scores, student files, academic holds, etc. **Contact: the appropriate staff advisor.**
- Housing and Residence Life: may release information and records through the public records office such as housing application, fees, housing incident reports, report of concerns, intervention, etc. **Contact: Housing and Residence Life 509-963-1831.**
- Student Financial Services-Cashiers Office: may release information and records through the public records office related to the charges and payments posted on your student account, payments, Perkins Loans, financial aid disbursements, and enrollment status as it affects your financial obligations to the university, etc. **Contact: Student Financial Services/Student Accounts (509) 963-3546.**
- Office of Financial Aid: may release information and records through the public records office such as financial aid file status, award types and amounts, disbursement status, etc. **Contact: Student Financial Services/Financial Aid (509) 963-1611.**
- Disability Support Services: may release information and records through the public records office such as accommodation information, case notes, etc. **Contact: Disability Support Services (509) 963-2149.**
- Recreation Sport Clubs: may release information and records through the public records office such as sport-club injury information, injury report, claim status, student charges, etc. **Contact: Director Recreation (509) 963-3557.**
- Business Services: may release information and records through the public records office such as student health insurance enrollment and claims processing data, etc. **Contact: Business Services (509) 963-2310.**

Adding a third-party designee:

- Click on add new designee
- Enter designees first and last name
- Create a 5-digit access code for the designee and share it only with that designee
- Indicate what access you would like them to have
- Click Done to save the designee

Editing a third-party designee:

- Click on the designee you would like to change
- Click Done to save changes, click cancel to cancel changes, or delete to delete the designee

Before your student information may be released, your designee will be required to: identify themselves, provide your student name and student ID number, and their access code to confirm they are your authorized designee. Do not share this information with anyone other than your authorized designee.

Add Designee

Step	Field	Note
4.	Click Add Designee	A pop up window opens

Cancel **Edit Information** **Done** x

First Name

Last Name

Auth. Code [Info]

Academic No

Admissions No

Business Services No

Billing No

Disability Info No

Graduate Studies No

Disciplinary No

Staff Advisor No

Financials No

Housing No

Recreation Sport Clubs No

Start Date

End Date

Blank end dates means this is valid until graduation.

Cancel **Edit Information** **Done** x

First Name

Last Name

Auth. Code [Info]

Step	Field	Note
5.	First Name	Enter designees first name
6.	Last Name	Enter designees last name
7.	Auth. Code	Enter a five-digit code, if five digits aren't used the system will enter preceding zeros this will be a required part of the code
8.	Slider No Button	Click each item you wish to make yes
9.	Start Date	By default, the current date populates but you can change it to a future date if needed
10.	End Date	By default, is blank assumes you want this open until graduation if not, then add end date
11.	Click Done	This is at the upper right-hand corner of the pop up window
12.	Cancel	If you change your mind you can click cancel

First, last name or Auth. Code are required. If left blank you will get a red box and message requiring you to complete the empty cells.

Designees														1 row	
First Name	Last Name	Auth Code	Admissions	Graduate Studies	Academic/Grades	Housing	Discipline	Staff Advisor	Billing	Financial Aid	Disability	Sport Clubs	Business Services	Start Date	End Date
Sherwin	Williams	00001	Yes	No	No	No	No	No	No	No	Yes	No	No	03/31/2020	

Add Designee

Step	Field	Note
After clicking done the page will show you the designee added		
13.	Add Designee	Another designee if desired or close out of page

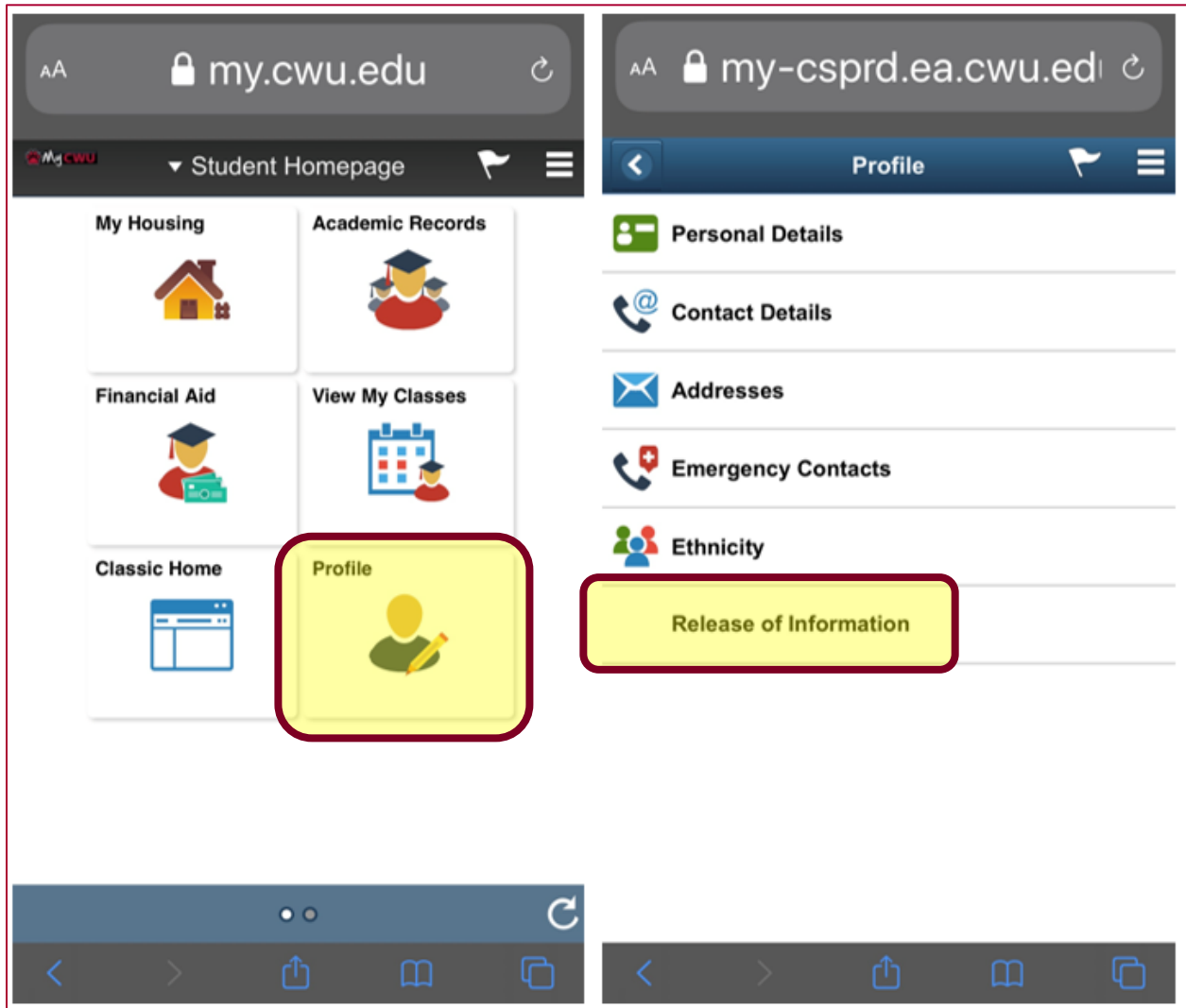
You can edit designee by clicking the designee row, it will highlight yellow. Follow preceding steps to change access.

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Sherwin	Williams	00001	Yes	No	No	No	No	No	No	No	Yes	No	No	03/31/2020	

Add Designee

Verify Release of Information Mobile Navigation

Mobile (fluid) Navigation: *Profile*



Step	Field	Note
1.	Click Profile	
2.	Click Release of Information	Release of Information opens in current page
There are several release clause explanations (review them)		

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Step	Field	Note
3.	Click Add Designee	

Cancel **Edit Information** **Done** x

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Last Name

Auth. Code [Info]

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Admissions No

Business Services No

Billing No

Disability Info No

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Disciplinary No

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