

# SPAIDEN – Person Information Menu and FERPA Identification

**\*\*When in doubt, do not release student information\*\***

- 1) Enter:
  - ID: N#
  
- 2) Click Next Block to enter the Current Identification section
  
- 3) Click the Additional Identification Tab
  
- 4) IF the student has consented to release student records the following fields will show:
  - ID Type: FERP
  - Description: FERPA
  - Additional Identification: Authorized Person's name, security code, offices able to release information
    - Security Code will need to be provided by the Authorized Person(s) via the phone or in person prior to NSU releasing any information related to student records.
    - It is best to refer the individual to the distinct offices designated to release student information:
    - Below is a description of what information may be released by each office.
      - B = Bursar: Business and/or bursar's records which may include tuition, fees, and other charges
      - F = Financial Aid: Financial aid records which may include academic records related to financial aid standing
      - R = Registrar: Academic transcript information which may include enrollment, grades, academic standing, honor roll, or degrees
      - C = Conduct: Student conduct file
      - D = Disability Services: Disability services records which may include accommodations and correspondence
      - H = Housing: University Housing records which may include assignments, meal plans, charges, and conduct information
  - Activity Date: Date consent granted
  - User: WWW2\_USER (if signed online), otherwise may have NSU Admissions / Records Specialist's username

Please see pg. 2 for example

ellucian General Person Identification SPAIDEN 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

ID: N00227544 DNU Demo1 DO NOT USE, Student1 Start Over

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact **Additional Identification**

IDENTIFICATION Insert Delete Copy Filter

ID Type	Description	Additional Identification
FERPA	FERPA	Linda Smith 2000 BFRCDH

Record 1 of 1

Activity Date: 02/01/2019 11:39:59 AM Activity User: WWWQ\_USER

EDT Record: 1/1 GORACHO GORACHO\_ACD\_CODE [1] ©2009 - 2018 Ellucian. All rights reserved. ellucian. SAVE