

Education Information Release via Proxy

The Family Educational Rights and Privacy Act of 1974, or FERPA, is a federal law that protects the access and disclosure of your educational records maintained by the University. **Education Information Release via Proxy** is an online form students can submit to grant access for parents/others to see and discuss academic grades and records, billing records, financial aid records, or other student information such as academic advising records, housing information and actions, student advocacy and support, and student conduct. Listed below are instructions if you wish to release any of this information to a parent/other individual.

STEP 1

Find the Form

Log in to the Penguin Portal. Under the "e-Services for Students" section, click "Access My Information." Then click on the Student tab, and the link for Education Information Release via Proxy will be listed at the bottom.

STEP 2

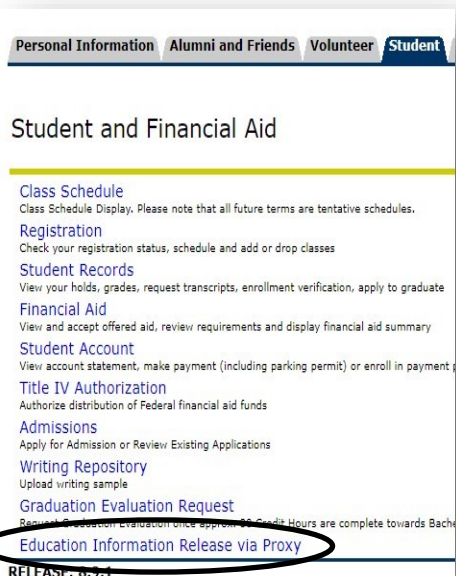
Add a Person

Click "Add a Proxy" to open the form and add an individual to your account by entering their first name, last name and email address. Then, click the "Add Proxy" button to save your entry. The form will close and a new expandable link will appear on the screen with your proxy's name.

STEP 3

Establish Relationship and Access

Click the expand link for the person you added. Under the profile tab, select one of the three relationship options; your selection will automatically save. Then on the authorization tab, select each box for the area you would like to grant access. Again, your selections will automatically save. That's it!

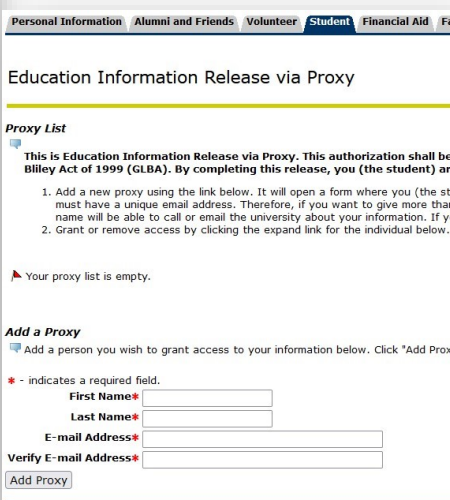


Personal Information Alumni and Friends Volunteer **Student**

Student and Financial Aid

- [Class Schedule](#)
Class Schedule Display. Please note that all future terms are tentative schedules.
- [Registration](#)
Check your registration status, schedule and add or drop classes
- [Student Records](#)
View your holds, grades, request transcripts, enrollment verification, apply to graduate
- [Financial Aid](#)
View and accept offered aid, review requirements and display financial aid summary
- [Student Account](#)
View account statement, make payment (including parking permit) or enroll in payment plan
- [Title IV Authorization](#)
Authorize distribution of Federal financial aid funds
- [Admissions](#)
Apply for Admission or Review Existing Applications
- [Writing Repository](#)
Upload writing sample
- [Graduation Evaluation Request](#)
Request Graduation Evaluation once approved. All Credit Hours are complete towards Bachelor's Degree
- [Education Information Release via Proxy](#)

RELEASE: 05/21



Personal Information Alumni and Friends Volunteer **Student** Financial Aid

Education Information Release via Proxy

Proxy List

This is Education Information Release via Proxy. This authorization shall be governed by the Family Educational Rights and Privacy Act of 1999 (FERPA). By completing this release, you (the student) are granting access to your information to the individual listed below.

- Add a new proxy using the link below. It will open a form where you (the student) must have a unique email address. Therefore, if you want to give more than one person access, you must add each person separately.
- Grant or remove access by clicking the expand link for the individual below.

★ - indicates a required field.

✖ Your proxy list is empty.

Add a Proxy

Add a person you wish to grant access to your information below. Click "Add Proxy" to save your entry.

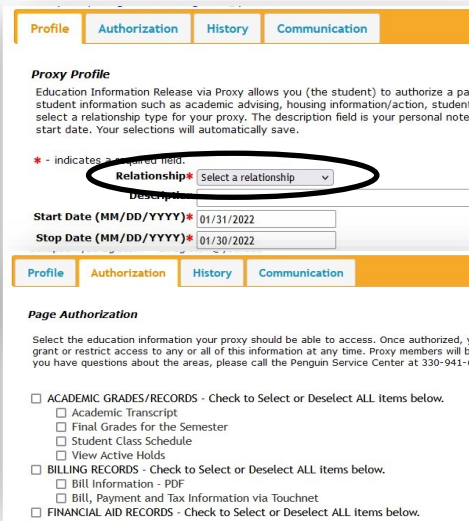
★ - indicates a required field.

First Name*

Last Name*

E-mail Address*

Verify E-mail Address*



Profile Authorization History Communication

Proxy Profile

Education Information Release via Proxy allows you (the student) to authorize a parent or other individual to access your educational information. Select a relationship type for your proxy. The description field is your personal note about the proxy. Your selections will automatically save.

★ - indicates a required field.

Relationship*

Description

Start Date (MM/DD/YYYY)*

Stop Date (MM/DD/YYYY)*

Profile Authorization History Communication

Page Authorization

Select the education information your proxy should be able to access. Once authorized, you can grant or restrict access to any or all of this information at any time. Proxy members will be notified of any changes. If you have questions about the areas, please call the Penguin Service Center at 330-941-6000.

☐ ACADEMIC GRADES/RECORDS - Check to Select or Deselect ALL items below.

- ☐ Academic Transcript
- ☐ Final Grades for the Semester
- ☐ Student Class Schedule
- ☐ View Active Holds

☐ BILLING RECORDS - Check to Select or Deselect ALL items below.

- ☐ Bill Information - PDF
- ☐ Bill, Payment and Tax Information via Touchnet

☐ FINANCIAL AID RECORDS - Check to Select or Deselect ALL items below.

- ☐ Financial Aid History

FAQs

Do I have to release information?

NO. You should do this if you have someone you would like to be able to see your information or speak to faculty and staff as a support system for you.

Can I add more than one person?

YES. You can add as many as you would like; we recommend no more than four. You can give each person the same level of access or vary it.

Is this release permanent?

NO. You may rescind the access you granted at anytime. In four years, the release will expire, but you can log in and renew it.

What happens after setup?

Once authorized, your proxy will receive an email to setup their account and notice that they are permitted to view information and contact us.



YOUNGSTOWN STATE UNIVERSITY
Penguin Service Center
A ONE-STOP FOR CAMPUS

For questions or assistance, contact us.
Phone: (330) 941-6000
Email: onestop@ysu.edu
Location: Meshel Hall, Second Floor