

Adding FERPA Permissions

The Family Educational Rights and Privacy Act of 1974 (PL 93-0280), better known as FERPA, allows you, the student, the right of access to your official records maintained by Kansas Wesleyan University. Under FERPA, your personal information including grade reports, financial information and notice of academic and disciplinary actions are confidential to you unless you grant permission to send such notices to others.

1 Navigate to <https://my.kwu.edu/ics/>

Students

Parents

Employees

Academics

Campus Life

Finances

Make a Gift

Admin

Home > Home

Page Manager

Statistics

Courses

Books

Search

My Tools

Portal

Welcome to KWU!

To view all sports events please check:

[Coyote Sports Calendar](#)

Course Search

Enter text in the fields below and select a term to search our course catalog.

Course Title:

Course Code:

Faculty Last Name:

Course Description:

Term:

AY 2024-25 Spring

☐ Show Course Descriptions

Search

KWU Events Calendar

Manage calendar tags

[View full calendar](#)

Add a calendar item

February 19 — March 21, 2025

[Wed, Feb 19th](#)

11:00 am - 11:50 am [Class Session \(NW:Environ...](#) - at MAIN PSH 329

[Fri, Feb 21st](#)

11:00 am - 11:50 am [Class Session \(NW:Environ...](#) - at MAIN PSH 329

[Mon, Feb 24th](#)

11:00 am - 11:50 am [Class Session \(NW:Environ...](#) - at MAIN PSH 329

[Wed, Feb 26th](#)

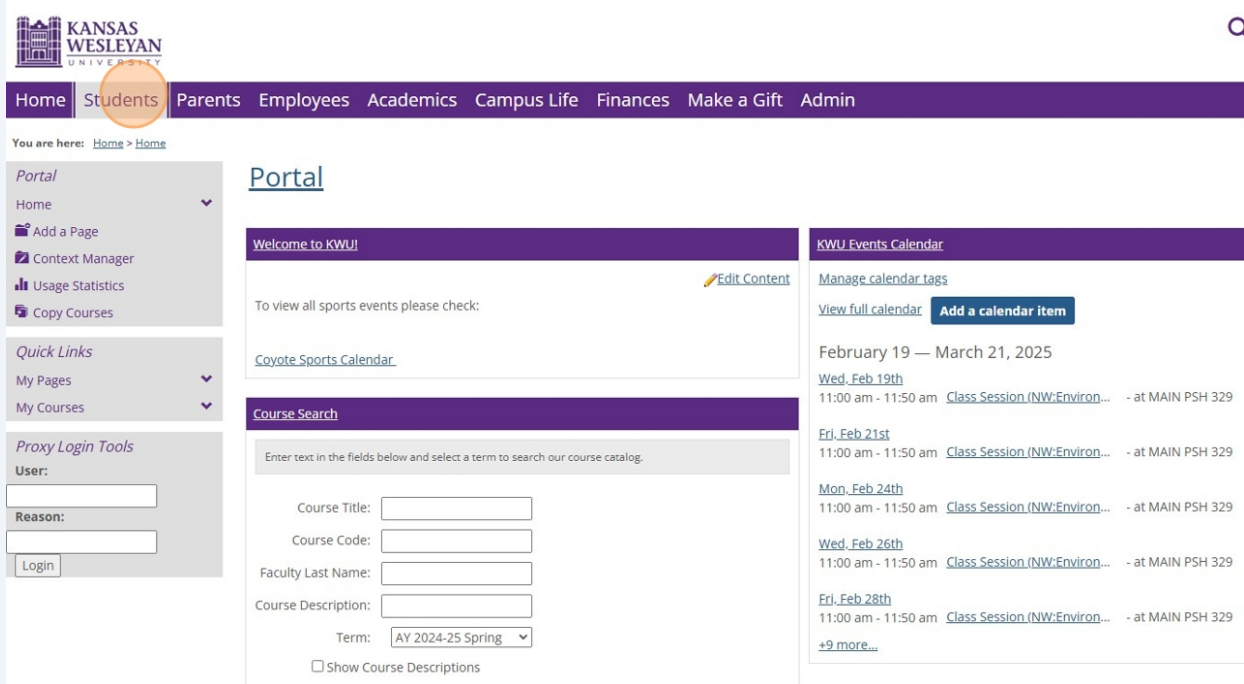
11:00 am - 11:50 am [Class Session \(NW:Environ...](#) - at MAIN PSH 329

[Fri, Feb 28th](#)

11:00 am - 11:50 am [Class Session \(NW:Environ...](#) - at MAIN PSH 329

[+9 more...](#)

2 Click "Students"



KANSAS WESLEYAN UNIVERSITY

Home **Students** Parents Employees Academics Campus Life Finances Make a Gift Admin

You are here: [Home](#) > [Home](#)

Portal

Home
Add a Page
Context Manager
Usage Statistics
Copy Courses

Quick Links

My Pages
My Courses

Proxy Login Tools

User:
Reason:
Login

Welcome to KWU!

To view all sports events please check:
[Coyote Sports Calendar](#)

Course Search

Enter text in the fields below and select a term to search our course catalog.

Course Title:
Course Code:
Faculty Last Name:
Course Description:
Term:
☐ Show Course Descriptions

KWU Events Calendar

Manage calendar tags
[View full calendar](#) [Add a calendar item](#)

February 19 — March 21, 2025

[Wed, Feb 19th](#)
11:00 am - 11:50 am [Class Session \(NW:Environ...](#) - at MAIN PSH 329

[Fri, Feb 21st](#)
11:00 am - 11:50 am [Class Session \(NW:Environ...](#) - at MAIN PSH 329

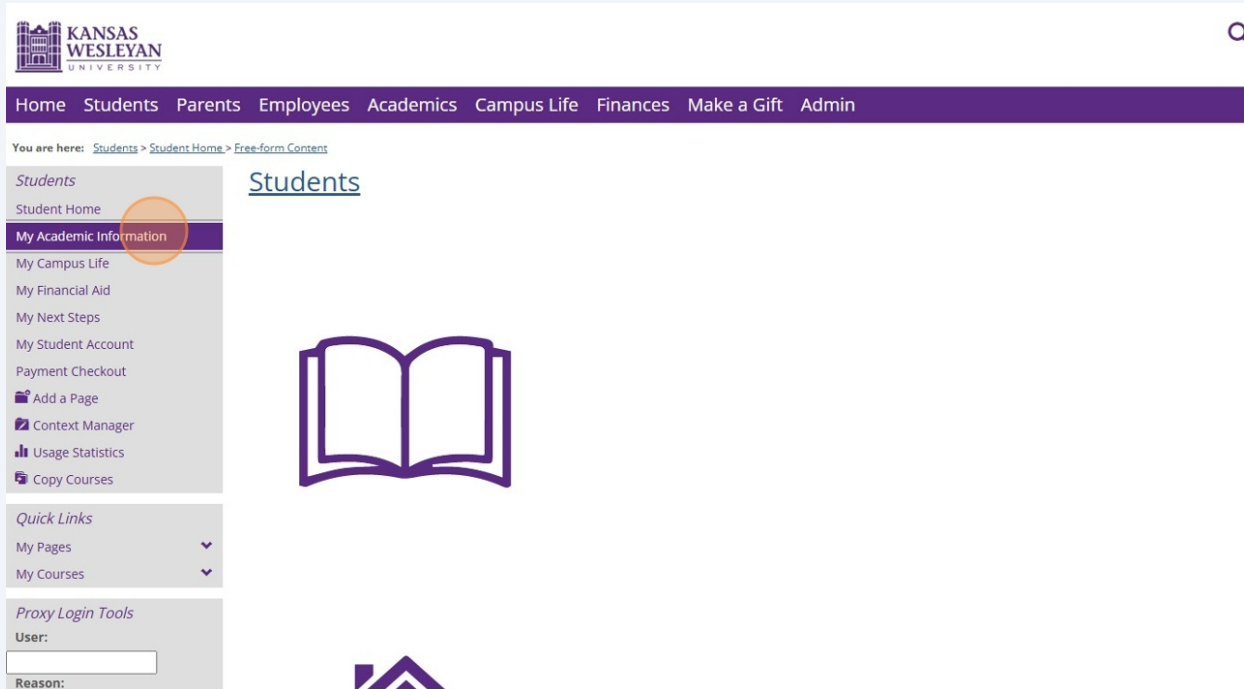
[Mon, Feb 24th](#)
11:00 am - 11:50 am [Class Session \(NW:Environ...](#) - at MAIN PSH 329

[Wed, Feb 26th](#)
11:00 am - 11:50 am [Class Session \(NW:Environ...](#) - at MAIN PSH 329

[Fri, Feb 28th](#)
11:00 am - 11:50 am [Class Session \(NW:Environ...](#) - at MAIN PSH 329

[+9 more...](#)

3 Click "My Academic Information"



KANSAS WESLEYAN UNIVERSITY

Home Students **Parents** Employees Academics Campus Life Finances Make a Gift Admin

You are here: [Students](#) > [Student Home](#) > [Free-form Content](#)

Students


Student Home
My Academic Information
My Campus Life
My Financial Aid
My Next Steps
My Student Account
Payment Checkout
Add a Page
Context Manager
Usage Statistics
Copy Courses


Quick Links

My Pages
My Courses

Proxy Login Tools

User:
Reason:





4 Navigate to "FERPA" and click "Define New Permissions"

My Academic Information

My Academic Information

My Degree Progress

Setup

Jasmin G. Dauner

Requirements Summary

Name	Status
Foundation& Lib Studies	✗ Not Met
Business Management	✗ Not Met
Free Electives 21	✓ Met
Non-Applied Course Work	✓ Met
Total 120 s.h./GPA 2.0	✓ Met

View All Details

Student Registration

Course search

My Unofficial Transcript

Setup

Division: Undergraduate

View Unofficial Transcript

Major Exploration

Setup

Request Official Documents

Edit Content

Order Official Transcripts

My Academic Information

Holds | Programs | Completed Programs | Test Scores

Conversion Hold

FERPA

Admin this portlet

The following people can currently access your student information. Click to see your defined permissions.

Thurlow, Brianna M

Define New Permissions

Student Forms

Edit Content

5 Read through the introduction and click "Next page"

My Academic Information > FERPA

My Academic Information

FERPA

FERPA Permissions

Jump to page Introduction

Introduction

The Family Educational Rights and Privacy Act of 1974 (PL 93-0280), better known as FERPA, allows you, the student, the right of access to your official records maintained by Kansas Wesleyan University. You have the right to inspect and review your educational records by filing a written request with the registrar (a 45-day window is allowed for response). Under FERPA, your personal information including grade reports, financial information and notice of academic and disciplinary actions are confidential to you unless you grant permission to send such notices to others.

You must complete this FERPA form to authorize Kansas Wesleyan University to release any and all financial, academic, disciplinary or other educational records to the individuals you list on this form.

Save and Finish Later

Next page

6

Add information for the person you want to grant access to your academic record.

Home Students Parents Employees Academics Campus Life Finances Make a Gift Admin

you are here: [Students](#) > [My Academic Information](#) > [FERPA](#)

My Academic Information

FERPA

FERPA Permissions

Jump to page Section 1: Personal Information

Section 1: Personal Information

Page 1 of 2

1. Parent/Guardian First Name
*Required, Maximum characters allowed: 30
2. Middle Name
Maximum characters allowed: 30
3. Last Name
*Required, Maximum characters allowed: 60
4. Suffix Select One
5. E-mail Address
*Required, Format: x@x.xx
6. What is this person's relationship to you? Select One
*Required

Address

7. Address Line 1
Maximum characters allowed: 60
8. Address Line 2

7

Click "Next page"

4. Suffix Select One
5. E-mail Address
*Required, Format: x@x.xx
6. What is this person's relationship to you? Select One
*Required

Address

7. Address Line 1
Maximum characters allowed: 60
8. Address Line 2
Maximum characters allowed: 60
9. Address Line 3
Maximum characters allowed: 60
10. City
Maximum characters allowed: 25
11. State Select One
12. Zip Code
Format: 12345 OR 12345-6789 OR 123456789 OR A1B 2C3
13. Country Select One

[Previous page](#) [Next page](#)

[Save and Finish Later](#)

[Privacy policy](#) [About us](#) [Contact us](#) [Faculty and Staff Directory](#)

Powered by Jenzabar, v2023.2

8

Select "Yes" or "No" for the type of information you want the person to have access to.

you are here: [Students](#) > [My Academic Information](#) > [FERPA](#)

Students

- Student Home
- My Academic Information
- My Campus Life
- My Financial Aid
- My Next Steps
- My Student Account
- Payment Checkout
- Add a Page
- Context Manager
- Usage Statistics
- Copy Courses

Quick Links

- My Pages
- My Courses

Proxy Login Tools

User:

Reason:

Login

My Academic Information

FERPA

FERPA Permissions

Jump to page [Section 2: Permissions Information](#)

Section 2: Permissions Information

Page 2 of 2

1. Permission Start Date 08/19/2024
2. Permission End Date 08/19/2099
3. Should this person be granted permissions to view your student-related information?
 - ☐ Yes
 - ☐ No
4. Should this person be granted permissions to view your financial information?
 - ☐ Yes
 - ☐ No
5. Is there anything else we should know about this person?

*Required

Verdana 10pt B I U A

10

Confirm the information you provided and click "Submit Permissions Form." Go back to Step 4 to add additional people.

6. What is this person's relationship to you? *Required (Edit this response)

Address

7. Address Line 1

8. Address Line 2

9. Address Line 3

10. City

11. State

12. Zip Code

13. Country

Permissions Information

1. Permission Start Date	08/19/2024
2. Permission End Date	08/19/2099
3. Should this person be granted permissions to view your student-related information?	Yes
4. Should this person be granted permissions to view your financial information?	Yes
5. Is there anything else we should know about this person?	

Submit Your Form

You must correct the errors in the list above before you can submit your form.

[Previous page](#)[Submit Permissions Form](#)