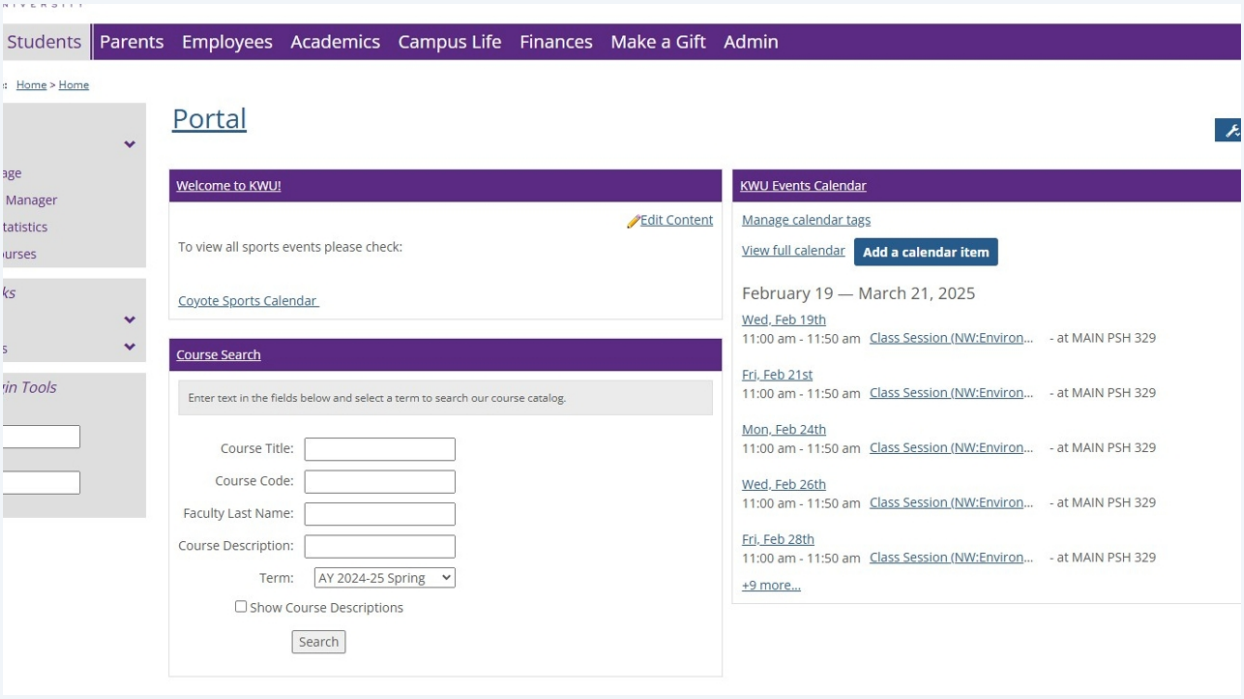
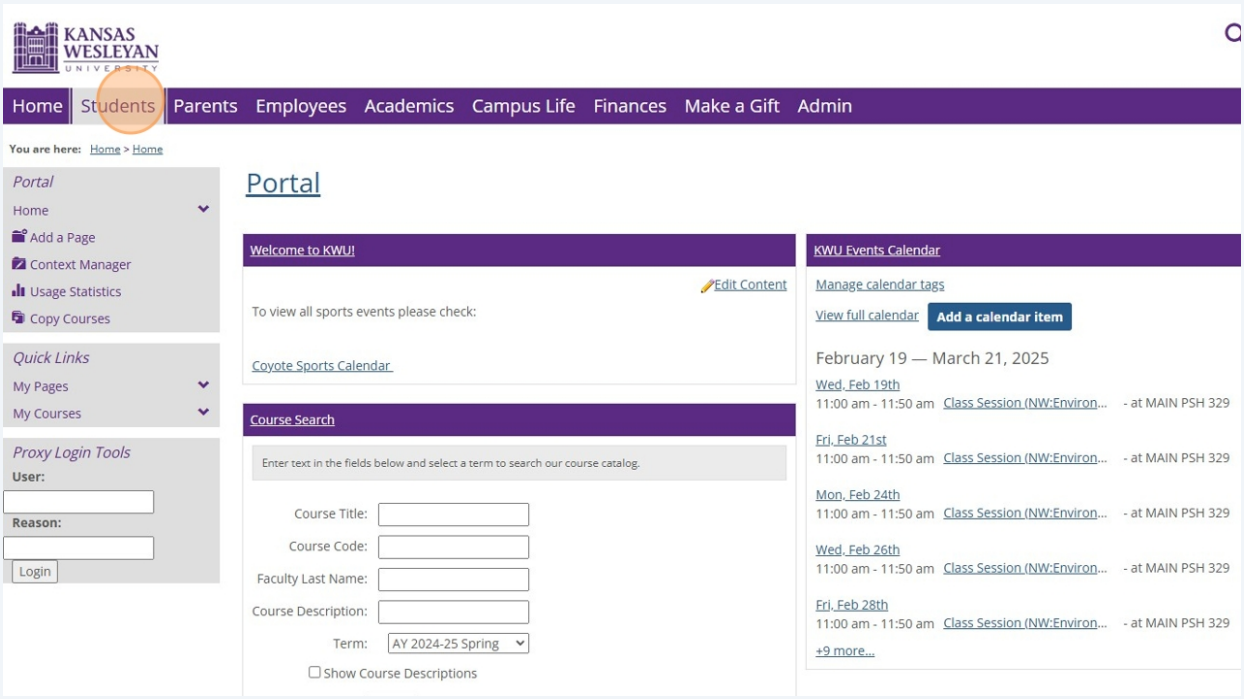
Adding FERPA Permissions

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.

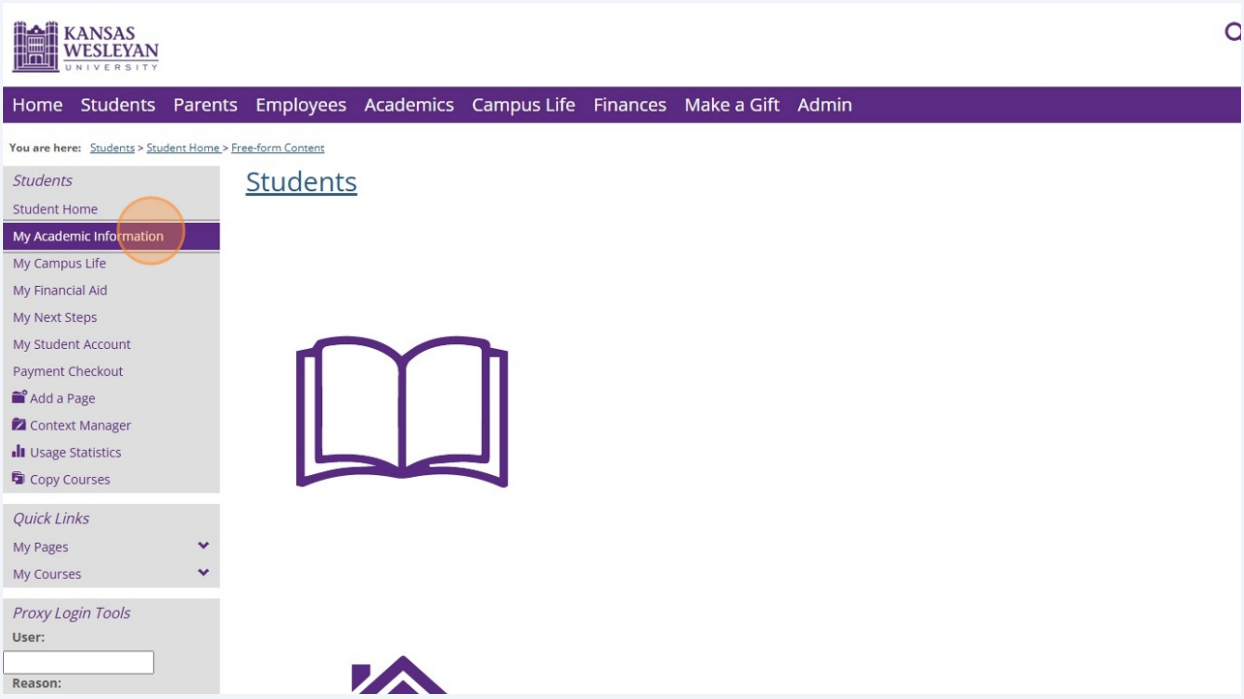
1 Navigate to https://my.kwu.edu/ics/



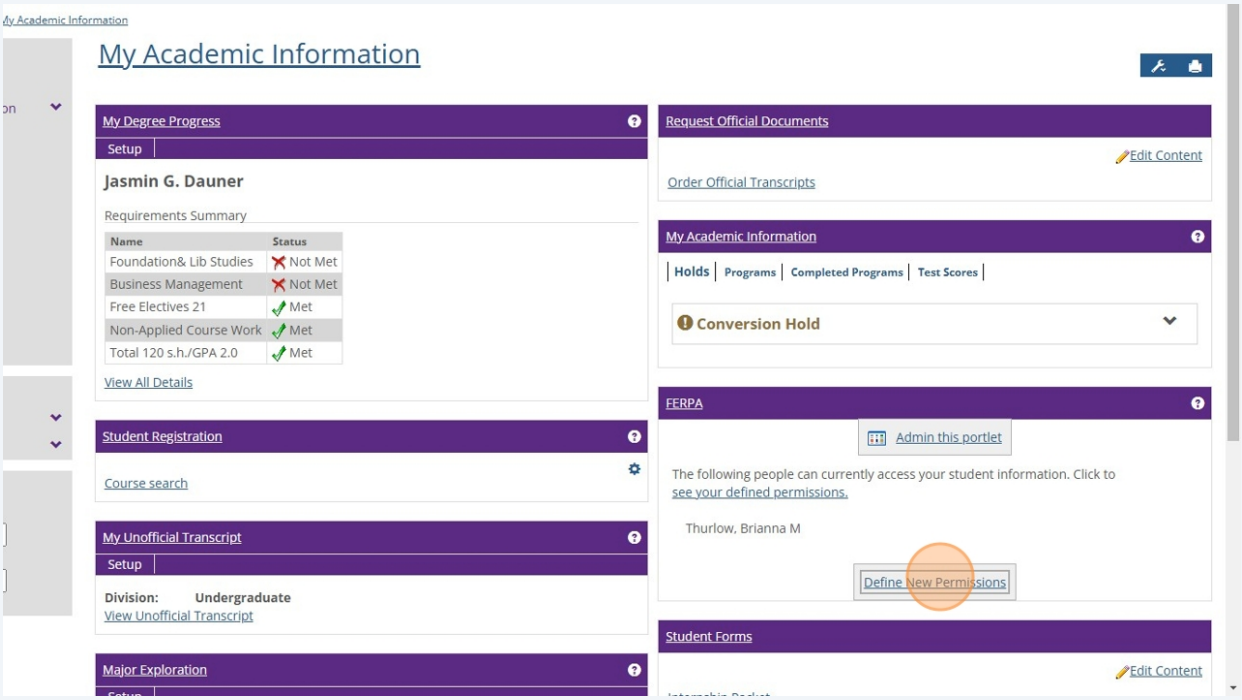
2 Click "Students"



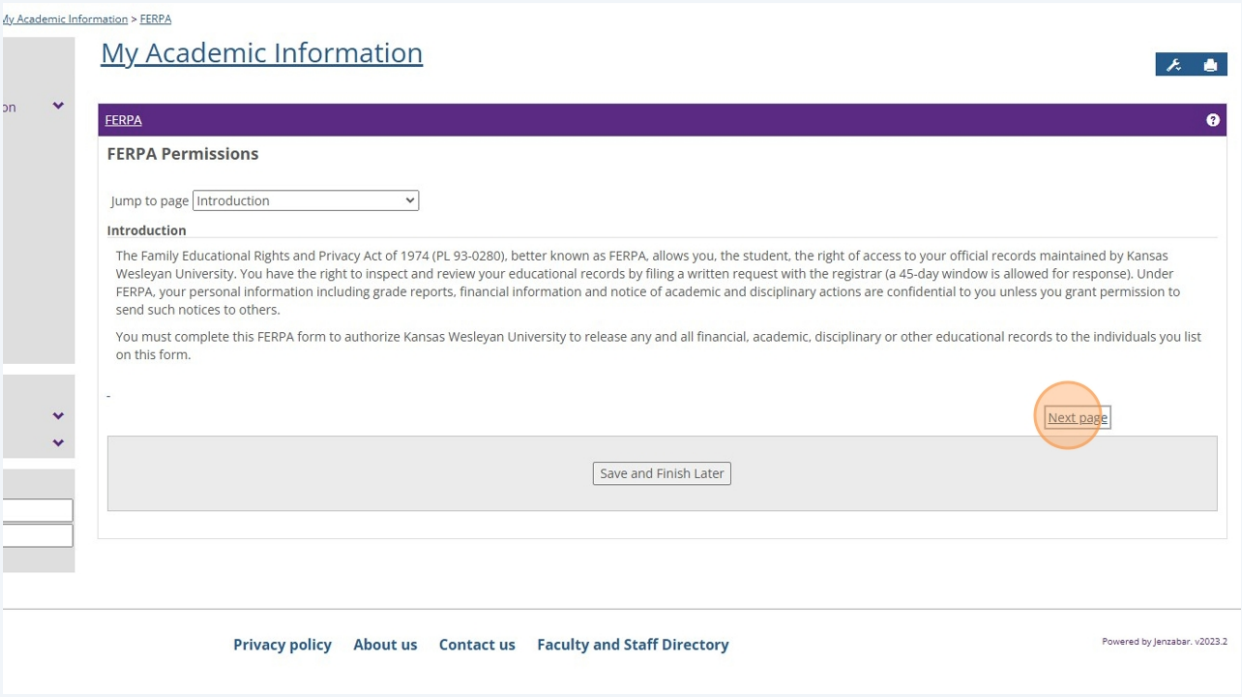
3 Click "My Academic Information"



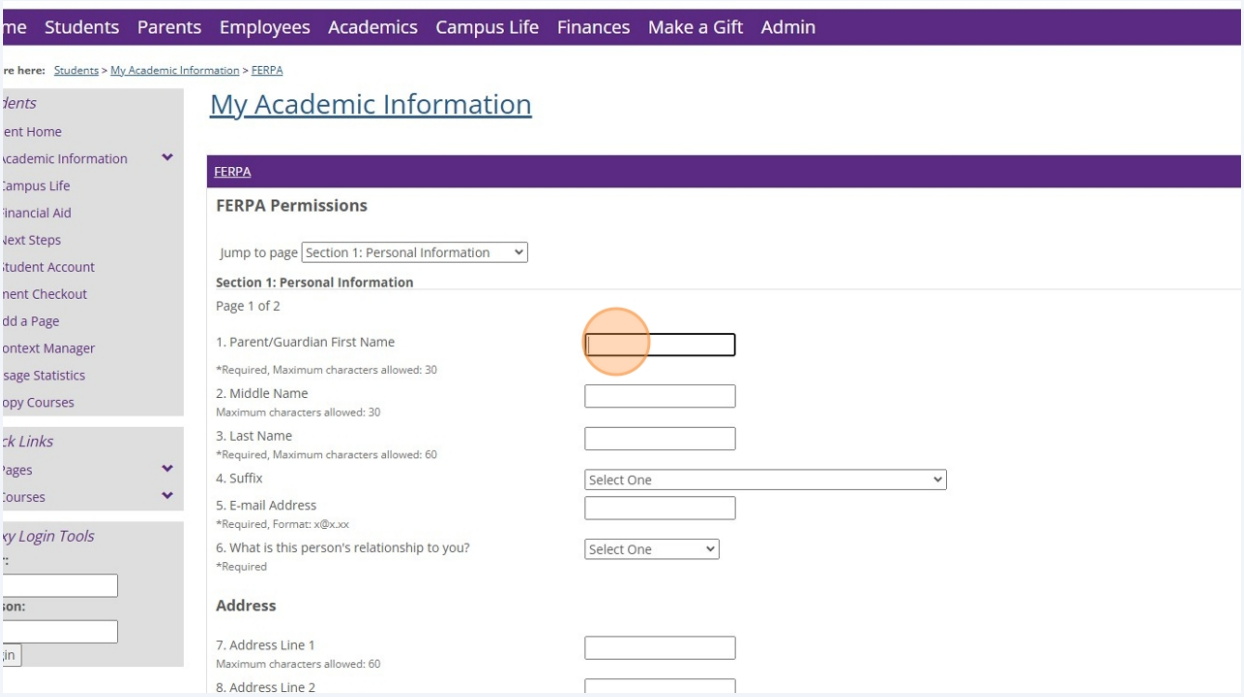
4 Navigate to "FERPA" and click "Define New Permissions"



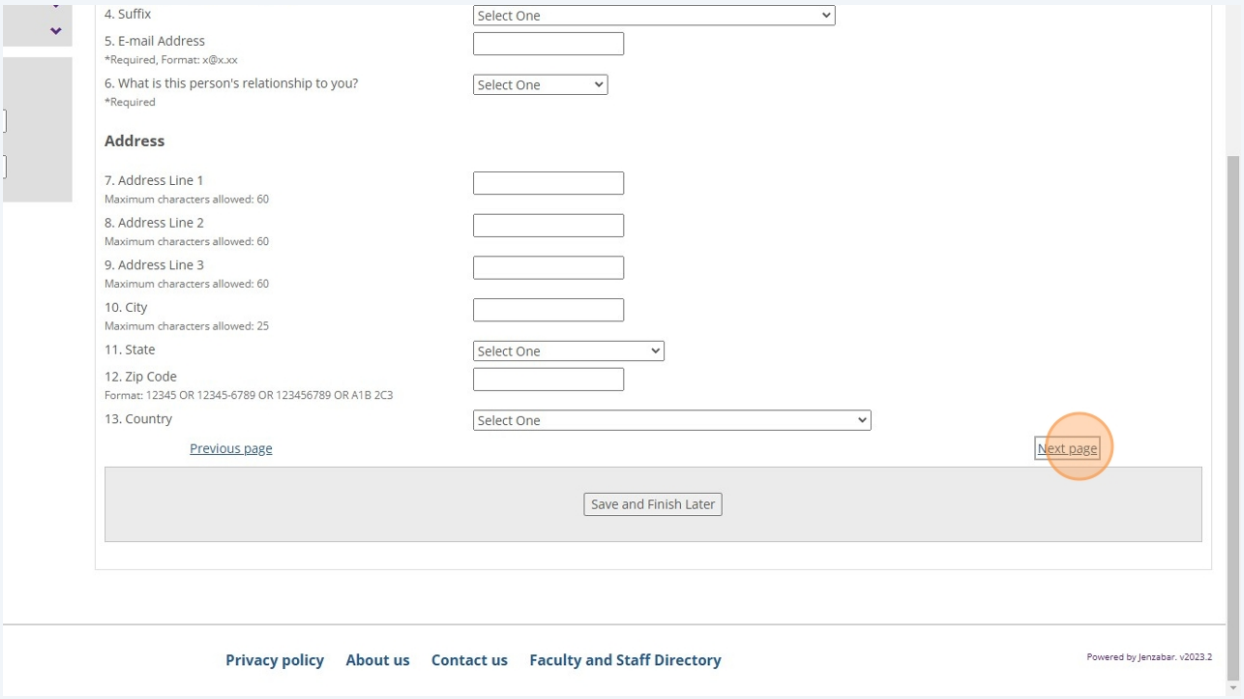
5 Read through the introduction and click "Next page"



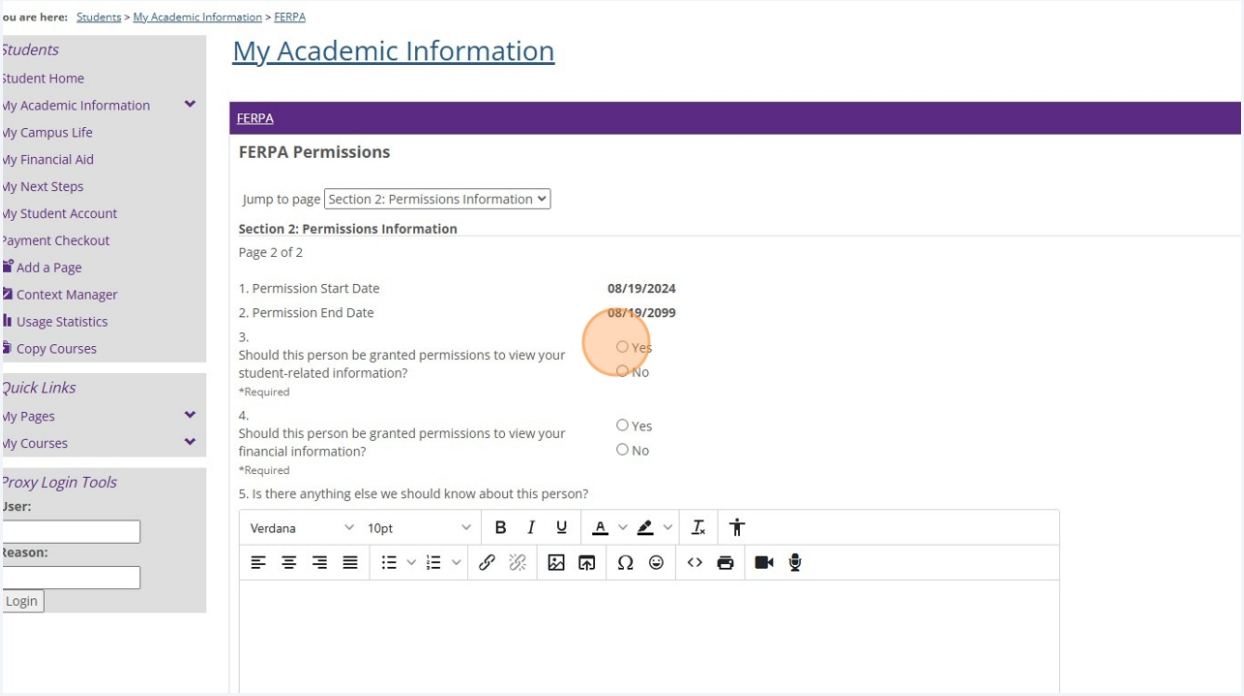
6 Add information for the person you want to grant access to your academic record.



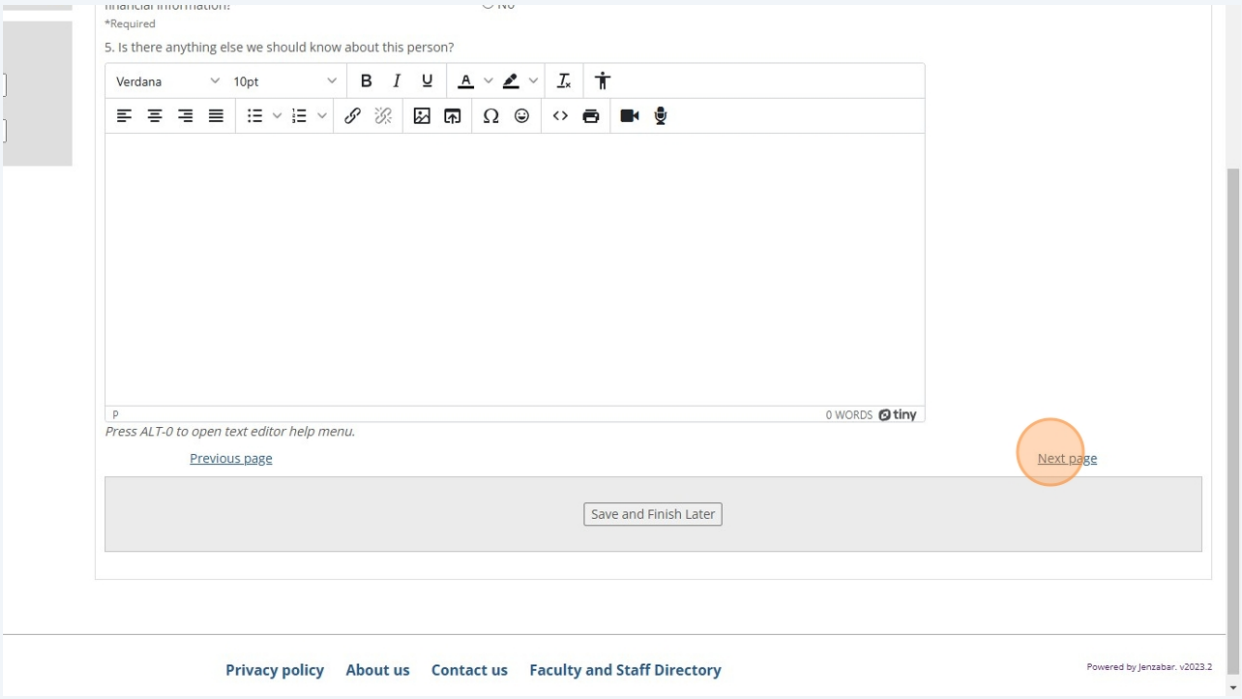
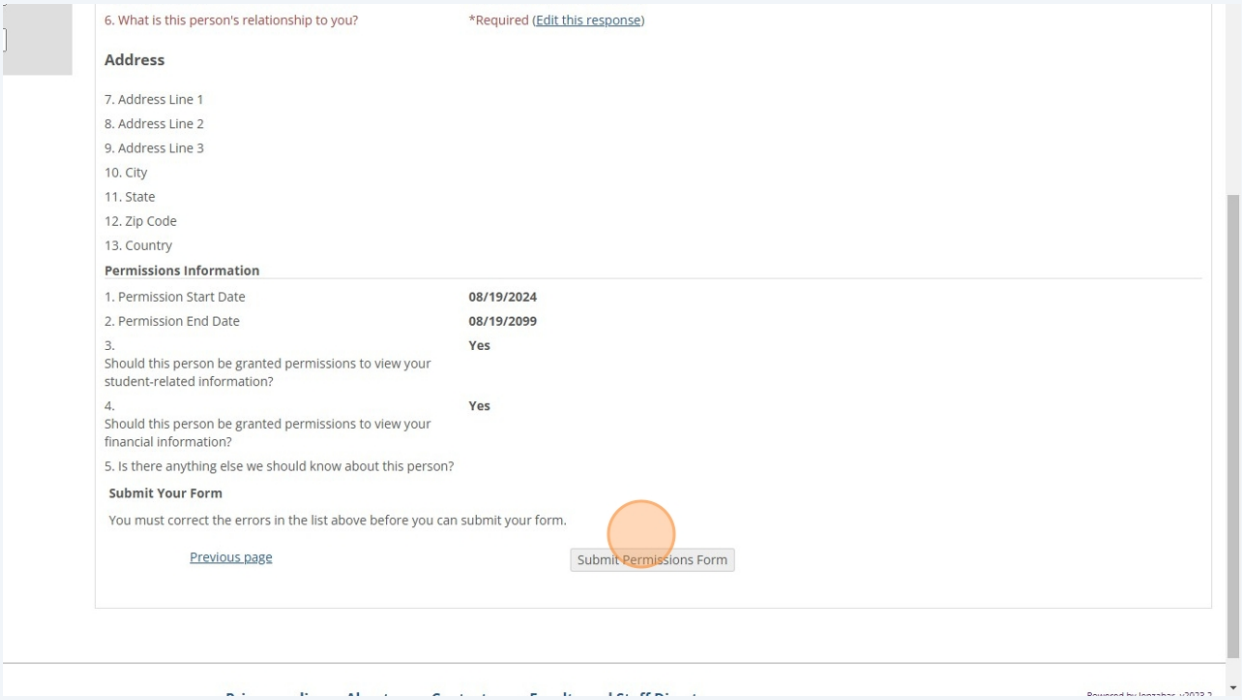
7 Click "Next page"



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



9 Click "Next page"



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