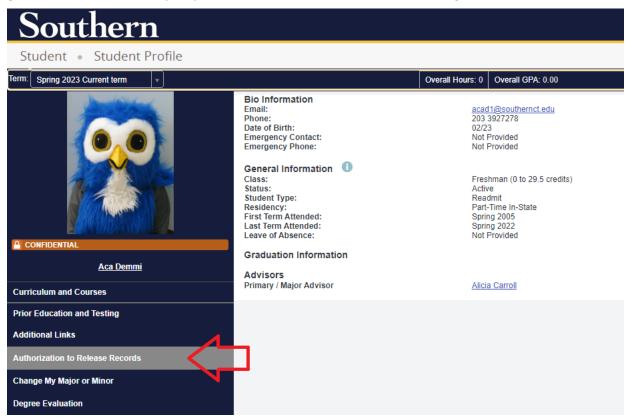
Banner: Authorization for Records Release

Overview

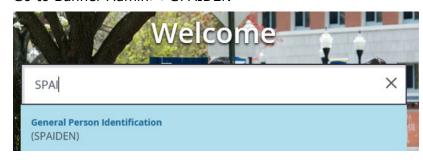
Students may authorize the disclosure of academic and/or financial record information to a parent, guardian or other third party in Banner Student>>Records and Registration.



View a Students Authorizations for Record Release

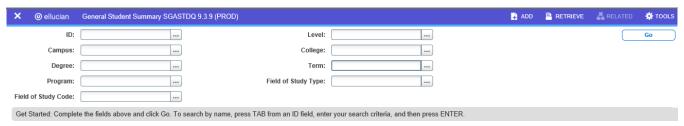
Staff can view a student's authorized designee information in Banner Admin to verify that permission to release records is on file.

Go to Banner Admin>>SPAIDEN



Banner: Authorization for Records Release

Enter the Student ID and click 'Go'.



If you do not know the Student ID click the ellipsis (...) and to open the Person Search.



- Enter search info (% is wildcard)
- Click 'Go'

Authorized Designees are found on the last tab. The following must be verified prior to making any disclosure from the student's record:

- The designee must be listed as active
- o The designee's identity must be verified with the 4-digit pin code
- Students may select Academic and/or Financial records to be discussed

