

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.

Southern

Student • Student Profile

Term: Spring 2023 Current term Overall Hours: 0 Overall GPA: 0.00

Bio Information
Email: acad1@southernct.edu
Phone: 203 3927278
Date of Birth: 02/23
Emergency Contact: Not Provided
Emergency Phone: Not Provided

General Information ⓘ
Class: Freshman (0 to 29.5 credits)
Status: Active
Student Type: Readmit
Residency: Part-Time In-State
First Term Attended: Spring 2005
Last Term Attended: Spring 2022
Leave of Absence: Not Provided

Graduation Information

Advisors
Primary / Major Advisor: [Alicia Carroll](#)

CONFIDENTIAL

Aca Demmi

Curriculum and Courses

Prior Education and Testing

Additional Links

Authorization to Release Records ←

Change My Major or Minor

Degree Evaluation

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

Welcome

SPA| X

General Person Identification
(SPAIDEN)

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Enter the Student ID and click 'Go'.

The screenshot shows the Banner General Student Summary search interface. The title bar reads "ellucian General Student Summary SGASTDQ 9.3.9 (PROD)". There are navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. The search form includes fields for ID, Level, Campus, College, Degree, Term, Program, and Field of Study Type. A "Go" button is located to the right of the Level field. Below the form, a grey bar contains the instruction: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

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

The screenshot shows the Banner Person Search interface. The title bar reads "ellucian Person Search SOAIDEN 9.3.12 (PROD)". There are navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. Below the title bar, there are tabs for "PERSON SEARCH", "Basic Filter", and "Advanced Filter". The search form includes fields for ID, Last Name, First Name, Middle Name, and Change Indicator. There is also a dropdown menu for "Add Another Field ...". At the bottom right, there are "Clear All" and "Go" buttons.

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

The screenshot shows the Banner Authorized Designees interface. The title bar reads "Southern General Person Identification SPAIDEN 9.3.25E (PROD)". There are navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. Below the title bar, there are tabs for "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", "Emergency Contact", "Additional Identification", and "Authorized Designees". The "Authorized Designees" tab is selected and highlighted with a red arrow. Below the tabs, there are radio buttons for "Display Active Records Only" (selected) and "Display All Records". A red arrow points to the "Display Active Records Only" radio button. The form includes fields for Inactivate, Authorization Code (1111), Begin Date (08/15/2022 12:14:09 PM), End Date, Relationship (M), Last Name (Test), First Name (Test), Street Line 1, Street Line 2, City, State or Province, ZIP Code, Area Code, and Phone Number. There is also a checkbox for "Student Affairs Records". At the bottom right, it says "Record 1 of 1".