

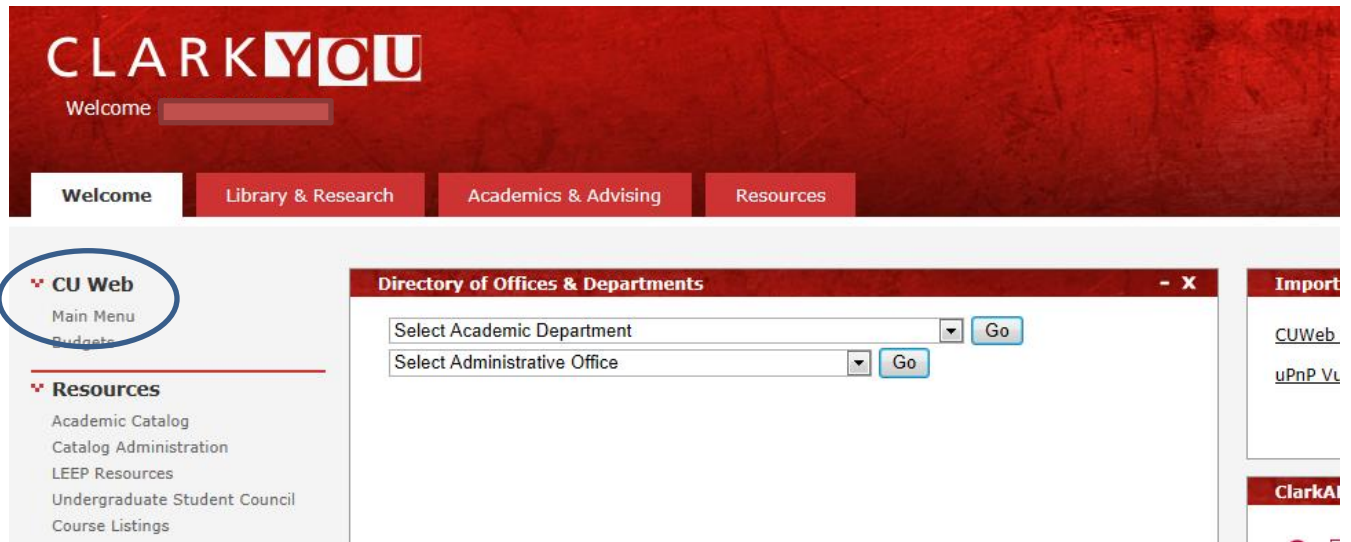
Instructions to Access, Enter, Revise or Revoke a FERPA Authorization

- I. [Accessing the FERPA menu](#)
- II. [Entering a new FERPA Authorization](#)
- III. [Editing an Existing FERPA Authorization](#)
- IV. [Revoking an Existing FERPA Authorization](#)

I. Accessing the FERPA Menu

Step 1: Log into ClarkYOU (you.clarku.edu)

Step 2: Under the CU Web Menu, select the “Main Menu” option, as shown below.



Step 3: From the Personal Menu, select the “Update FERPA Authorizations” menu option, as shown below.



II. Entering a New FERPA Authorization

Step 1: Choose one of the Authorization Types from the “Select an Authorization to Insert” and click the “Submit” button, as shown below.

Update FERPA Authorizations

Listed below are all of your current FERPA authorizations on file. To add a FERPA authorization, please choose a type of authorization from the "Select an Authorization to Insert" below and click **Submit**.
To make a change to an existing FERPA authorization, click on the "Current" link next to authorized person's information, make the necessary changes, then click **Submit**.
To revoke an existing FERPA authorization, click on the "Current" link next to the authorized person's information, and enter the date for which the authorization should be revoked, and click **Submit**.

There are no FERPA authorizations available for you to update.

Select an Authorization to Insert:

RELEASE CLK 84

Step 2: Read the instructions provided and then begin to complete the FERPA authorization, as per the instructions. When finished, click the “Submit” button.

Update FERPA Authorizations



Student's Authorization for Disclosure

Student's Authorization for Disclosure By submitting this FERPA authorization, I authorize Clark University to discuss confidential information pertaining to my student record, such as grades, financial records, academic status, progress toward graduation, and extracurricular behavior to the following person. I understand that this authorization will remain in effect until I revoke the authorization. More information regarding FERPA may be found on the website of the Registrar Office's.

Instructions:

1. Enter the "Effective Date" of the authorization (date that you are submitting the form).
2. If entering a new FERPA authorization, leave the "Revocation Date" blank. If you are revoking access that you have previously granted, enter the date that the authorization should be considered no longer valid.
3. Enter the authorized person's name in the "Authorized Person" field.
4. Please indicate the relationship of the person to you in the "Relationship of Person to You" field. Examples of typical relationships are: parent, spouse, sibling, grandparent, other relative.
5. For the remaining fields, please enter the address information and phone number for the authorized person.
 - * For U.S addresses, you do not need to enter "Country" or "Nation."
 - * For International addresses, be sure to enter the "Postal Code" and "Nation."
6. When finished entering all information, please click the "Submit" button.

Authorized Person 1-FERPA

Effective Date: MM/DD/YYYY

Revocation Date: MM/DD/YYYY

Authorized Person:

Relationship of Person to You:

Address Line 1:

Address Line 2:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Primary Phone Number For This Person:

Country Area Code Phone Code Phone Number Extension International Access Code and Phone Number Unlisted

OR



III. Editing an Existing FERPA Authorization

Step 1: Once in the FERPA menu, select the “Current” link that is to the left of the authorized person’s information.

Update FERPA Authorizations



Listed below are all of your current FERPA authorizations on file. To add a FERPA
To make a change to an existing FERPA authorizations, click on the "Current" link
To revoke an existing FERPA authorization, click on the "Current" link next to the

Addresses and Phones

Authorized Person 1-FERPA	Phones
Current: Mar 01, 2013 to (No end date) John T. Smith Father 950 Main Street 2nd Floor Worcester, Massachusetts 01610	Primary: 508-7937426

Select an Authorization to Insert:

Step 2: You will be brought to the entry form where you will be able to make edits to the person’s information. Change the “Effective Date” to the date that you are making the edits and then make the necessary updates. When finished, click the “Submit” button.

Authorized Person 1-FERPA				
Effective Date: MM/DD/YYYY	<input type="text" value="03/01/2013"/>			
Revocation Date: MM/DD/YYYY	<input type="text"/>			
Authorized Person:	<input type="text" value="John T. Smith"/>			
Relationship of Person to You:	<input type="text" value="Father"/>			
Address Line 1:	<input type="text" value="950 Main Street"/>			
Address Line 2:	<input type="text" value="2nd Floor"/>			
City:	<input type="text" value="Worcester"/>			
State or Province:	<input type="text" value="Massachusetts"/>			
ZIP or Postal Code:	<input type="text" value="01610"/>			
County:	<input type="text" value="Not Applicable"/>			
Nation:	<input type="text" value="Not Applicable"/>			
Primary Phone Number For This Person:				
Country Code	Area Code	Phone Number	Extension	International Access Code and Phone Number
<input type="text"/>	<input type="text" value="508"/>	<input type="text" value="7937426"/>	<input type="text"/>	OR <input type="text"/>
<input type="checkbox"/>				
<input type="button" value="Submit"/> <input type="button" value="Reset"/>				

IV. Revoking an Existing FERPA Authorization

Step 1: Once in the FERPA menu, select the “Current” link that is to the left of the authorized person’s information that you wish to revoke.

Update FERPA Authorizations



Listed below are all of your current FERPA authorizations on file. To add a FERPA

To make a change to an existing FERPA authorizations, click on the "Current" link

To revoke an existing FERPA authorization, click on the "Current" link next to the

Addresses and Phones

Authorized Person 1-FERPA	Phones
Current: Mar 01, 2013 to (No end date)	Primary: 508-7937426
John T. Smith Father 950 Main Street 2nd Floor Worcester, Massachusetts 01610	

Select an Authorization to Insert:

Step 2: You will be brought to the entry form where you will be able to revoke an existing authorization. To revoke the authorization, simply enter the date that the authorization should be no longer valid in the “Revocation Date” field. When finished, click the “Submit” button.

Authorized Person 1-FERPA					
Effective Date: MM/DD/YYYY	<input type="text" value="03/01/2013"/>				
Revocation Date: MM/DD/YYYY	<input type="text" value="03/15/2013"/>				
Authorized Person:	<input type="text" value="John T. Smith"/>				
Relationship of Person to You:	<input type="text" value="Father"/>				
Address Line 1:	<input type="text" value="950 Main Street"/>				
Address Line 2:	<input type="text" value="2nd Floor"/>				
City:	<input type="text" value="Worcester"/>				
State or Province:	<input type="text" value="Massachusetts"/>				
ZIP or Postal Code:	<input type="text" value="01610"/>				
County:	<input type="text" value="Not Applicable"/>				
Nation:	<input type="text" value="Not Applicable"/>				
Primary Phone Number For This Person:					
Country Code	Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
<input type="text"/>	508	<input type="text" value="7937426"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>					