As a Faculty or Staff member, it is important to understand student rights under FERPA. As an employee, you are obligated to comply with FERPA and to protect those records according to the law. Staff should always verify the identity of any person requesting information on a student record that is classified as Non-Directory information. If a third party is requesting information, the student in question must also have a 3rd party release in MyUNLV. Some students may also have a no release on their record which may prevent you from disclosing information to the 3rd party.

**Third Party Release**

1. Search for the student in question in the Student Center in MyUNLV
   a. Navigation: Main Menu> Campus Community> Student Services Ctr (Student)
b. Always locate them in the student center first because:
   i. You will need to make sure they do not have a “No Release” on their record
   ii. You will need their NSHE and many 3rd parties only have a name and DOB or SSN for the student

2. Copy the student’s NSHE ID number and navigate to: Main Menu> LV Customizations> Student Records> Third Party Release
   a. Enter the NSHE in the User ID field and click Search
b. You will see the student’s Active 3rd Party Releases on their account

i. You must verify the 3rd party’s full name, relationship, and password before releasing information

ii. You can only release information related to the items in the Third Party Text ID column

1. In the example above, if a 3rd party requested information related to financial records they would not be releasable because only Academic Records and Advising are listed

c. You can also see when releases were added/removed/updated by clicking the Third Party Release Log tab
d. You will also see the 3rd Party release log if you click Manage 3rd Party Release in the student Center.

i. This is where a student would navigate to add/update/remove releases on their own record.
No Release

3. In the Student Center if you see the blue privacy shade, a student may have further restricted their DIRECTORY information in MyUNLV
   a. Click the blue shade icon to view any restrictions on their Directory information

   ![MyUNLV Student Center](image)

   b. The student can make further restrictions to their releasable information

   ![Releasable FERPA Directory Information](image)

   i. The student can make restrictions to their information when the 3rd party is commercial or non-commercial or both
      1. The first option allows the student to REMOVE a restriction on their directory information. If a student previously restricted the release of their information the shade will remain on their account, they will just select the first option to “Allow release of my directory information”
a. This is common for students who have restricted the release of their information but wish to remove the restriction in order to have their name printed in the Commencement Bulletin

2. The second option restricts release of information for commercial purposes
   a. This includes non-academic organizations requesting student information for solicitations, benefits, and direct marketing

3. The third option restricts release of information for non-commercial purposes
   a. This includes educational purposes such as potential employers verifying dates of attendance and degrees and invitations to apply for specialized scholarships, activities, workshops, etc.

4. The fourth option restricts directory information for both non-commercial and commercial purposes
   a. Students with this option are requesting that information (directory and non-directory) only be released to the student themselves after validation of their identity