

FERPA

1 Understand FERPA.

FERPA is the Family Education Rights and Privacy Act which protects the privacy of student records. FERPA provides students with certain rights with respect to their educational records if they are 18 and older. To find out more information from the US Department of Education about the Family Education Rights and Privacy Act, please visit the [US Department of Education page on FERPA](#).

- Learn more about Morgan State University's [application of this policy](#).
- Learn more about how to allow certain access to your class schedule, grades, financial aid awards, billing, and payments using [Campus ESP](#). Students can grant and revoke access to users on demand. Parents and other third parties may request access directly from their student.

Only the student can submit a FERPA release.

If you wish to revoke access to a party to whom you've already granted access, contact us at records@morgan.edu.

2 Enter your name and federal tax status.

Student Information

Last Name *

Please capitalize the first letter of your name. Example: Johnson

First Name *

Please capitalize the first letter of your name. Example: Michael

Federal Tax Information *

Under the Family Educational Rights and Privacy Act (FERPA), Morgan State University is permitted to disclose information from your education records to your parents if your parent(s)/legal guardian(s) claim you as a dependent for federal tax purposes. Please indicate whether your parent(s)/legal guardian(s) claim you as a tax dependent.

- Yes. I certify that my parent(s)/legal guardian(s) claim me as a dependent.
- No. I certify that my parent(s)/legal guardian(s) not claim me as a dependent.
- I do not know whether or not I am claimed as a dependent.

3 Check that you consent.

- I consent to the disclosure of any personally identifiable information from my education records to the individual(s) listed below, for reasons determined by Morgan State University as appropriate. This authorization will remain in effect for the duration of my time at Morgan State University unless I submit a written request to revoke this consent to the Office of the Registrar *

4 Enter the name of the person who can have access to your information.

Please enter their full legal name.

Name of the person you are giving consent to? *

Please provide their full name.

Would you like to add an additional person?

Please provide their full name.

5 SUBMIT!

If you have successfully submitted your form, you will see a confirmation page. This request can take up to 3 business days to process.

You will receive an email once your request has been completed. You can check the status at any time in Service Request.



Success! We've captured your request. You may check the status of your request at any time by logging into Dynamic View through Websis Student Self-Service.

This request can take up to 3 business days to process.