FERPA for Parents and Family

The Family Educational Rights and Privacy Act sets forth requirements regarding the privacy of student records and affords students certain rights with respect to their education records.

Do parents have a right of access to their student's educational records?

Although parents do not have a right to these records, colleges are permitted to share these records with the parents if the student authorizes that access. Alfred State College utilizes the Alfred State Parent & Family Connections Portal to provide and manage that access.

Requesting access to your student's educational records

1. A parent can initiate a request for access to their student's information through the Alfred State Parent & Family Connections Portal.
2. FERPA authorization only grants access to information, it does not grant the right to act on the student's behalf.
3. The FERPA authorization will remain valid until rescinded by the student.

Joining Alfred State Parent & Family Connections

The Alfred State Parent & Family Connections Portal will allow you to connect to your student by sending them a request to access their records. On the day after the request is approved, you will have access to view their authorized information. The data will be updated nightly.

Parents and Family Members can Join the Alfred State Parent & Family Connections Portal for Free

1. Go to alfredstate.campusesp.com and either sign in or sign up.
2. Complete a quick on-boarding survey
3. Update your profile. Users can click the person icon in the top right corner of the page and click "Edit my Profile."
4. Update notification settings. Users can click the person icon in the top right corner of the page and click "Edit Notification Preferences." You can get alerts when something changes!

Connecting to Your Student

1. To connect to your student, click the graduation cap icon in the top-right corner of the page. Please note that your student must approve the request. Only then will you be able to access their information the following day.
2. Enter their Alfred State College email address (@alfredstate.edu). Please note that families cannot request a connection to students who have recently been admitted but have not registered for classes. Connections are only possible after a student has registered for classes.
3. Parents and family can request access to:
   - Class Schedule/Enrollment Information
   - Grade(s)
   - Financial Aid
   - Account Balance
   - Holds on Account
   - Dining Information
   - Housing Status
   - Graduation Information
   - 1098-T Information
   - VA Benefits

Having trouble connecting to your student?

1. Cancel the request by clicking on the graduation cap. Click "Go to my connections," click on the connection you'd like to cancel, scroll to the bottom, then click "Cancel this connection."
2. Start a new request with the student's correct email address.
3. Student gets an email and approves your request.

When students accept their parent or family member's request, they must accept the connection and then must approve the FERPA requests. Parents and family members can

either request everything or choose à la carte what they would like to see. Similarly, the student can either grant access to everything, or pick and choose what they would like their supporters to have access to. Students can revoke access at any time by logging into the [Alfred State](#) [Parent & Family Connections Portal](#) with their Alfred State username and password.

Forgot your PIN?

During the process of requesting access to your student's record, you'll be asked to create a PIN. You'll need to remember this PIN – if your connection request is approved by your student and you need to call for information about your student's records, you'll need to use that number to confirm your identity and your ability to access your student's record.

If you can't remember your PIN, you follow the steps below to reset it:

1. Log in to your [Alfred State Parent & Family Connections](#) account
2. Click on the graduation cap icon at the top right side of the page
3. Click on 'Go to My Connections'
4. Choose the connection you need to adjust.
5. Click on "Forgot PIN? Click to reset"

Directory Information

FERPA identifies certain information, called directory information, that may be disclosed without the student's permission.

- Student's name
- Mailing address
- Telephone numbers
- Alfred State email address
- Enrollment status
- Date and place of birth
- College major
- Expected date of graduation
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Most recent school attended
- Alfred State photograph(s)
- Dates of attendance
- Degrees, honors, and awards received