

FERPA Instructions

1. Log into AP Onestop.



Austin Peay State University

Username

Password

☐ Keep me signed in

Sign in

USERNAME: Refer to AP Self Service for username

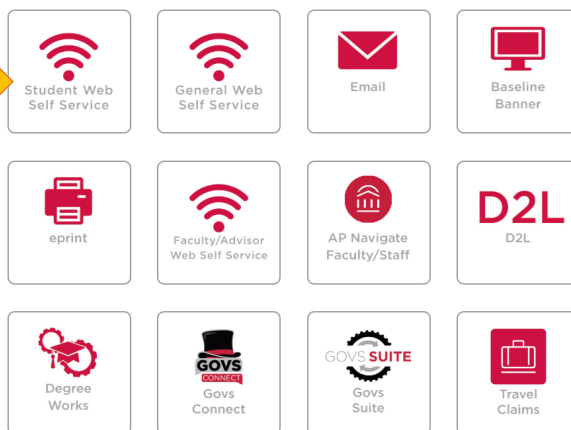
PASSWORD: The first time only will be ApA and the 8-digit A# or birth date (MMDDYY)

Then click on: Sign in

2. Click on Student Web Self Service



Welcome, Cl Nt Logout



3. Under “Student Records, click on FERPA Release of Confidential Information Form.

Student Records

Personal Information

View Academic Transcript

Request Official Transcript

Change or Declare Major, Concentration, and/or Minor

Enrollment Verification

Enrollment Verification Request Status

Graduation Application

View Graduation Application

Transfer Evaluation

Transfer Course Equivalencies

FERPA Release of Confidential Information Form

FERPA Cancellation Form





Office of the Registrar

- Submit the request. Input recipient information and a four-digit PIN number for each entry. These requests will be processed immediately.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) STUDENT RELEASE OF
CONFIDENTIAL INFORMATION FORM

This form allows students to authorize the release of confidential academic, financial aid, discipline, and student account information otherwise protected by the Family Educational Rights and Privacy Act (FERPA).

AUTHORIZATION – THIS MUST BE SIGNED IN ORDER FOR INFORMATION TO BE RELEASED:
I (the student) do hereby authorize Austin Peay State University ("University") and/or its employees to release my confidential academic, financial aid, discipline and any student financial account information, in and health) protected by the Family Educational Rights and Privacy Act (FERPA). Authorization is valid as long as I am enrolled at Austin Peay State University or until cancelled in writing by me. I understand I am presenting such authorization *in person* to the Office of the Registrar. I also acknowledge and agree that any disclosure of records and/or information made prior to my written revocation shall not constitute a

IMPORTANT: The following information must be completed to assist University staff in identifying the nonstudent recipient of information when he/she calls to request information by telephone.

Student Information:

First Name: * [text box] Middle Initial: [text box] Last Name: * [text box]
Ad: * [text box] Last 4 digits of SSN: [text box]

Recipient Information:

Name of person(s) (other than self) authorized to receive or request information.
List primary recipient first. Name and personal identification number required for each entry.

* [text box]
[text box]
[text box]
[text box]

Personal Identification Number
(any 4-digit number)

* [text box]
[text box]
[text box]
[text box]

Primary Recipient Address:

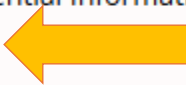
* [text box]
Street
* [text box]
State:
* [text box]
Home Telephone:

* [text box]
City
* [text box]
Zip:
* [text box]
Cell or Work Telephone:

Save Progress Next

5. Select “FERPA Cancellation Form” to remove a person who was previously submitted on a FERPA Release form. These requests are processed within two business days.

FERPA Release of Confidential Information Form
FERPA Cancellation Form



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) CANCELLATION FORM

IMPORTANT: The following information must be completed to assist University staff in identifying the nonstudent recipient of information when he/she calls to request information by telephone.

Student Information:

First Name: * Middle Initial: Last Name: *
A#: * Last 4 digits of SSN: *

Recipient Information:

Name of person(s) to be removed from FERPA Release.

Date of Removal

