Assigning FERPA Authorization Indicators

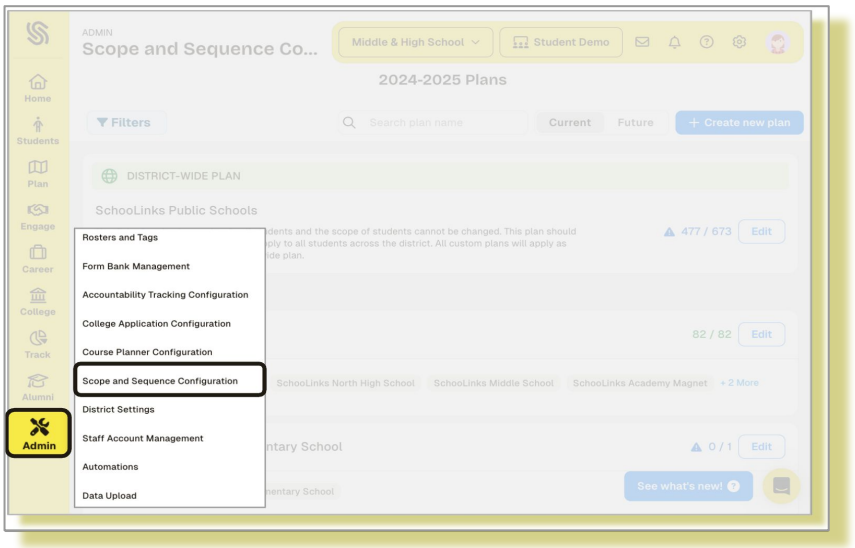
District Admin Guide

Scope & Sequence lets district admins assign two indicators that route FERPA record-release authorization to the right person: Complete Guardian FERPA Authorization for Student for guardians of students under 18, and Complete FERPA Authorization for students who are 18 or older. This guide outlines both processes.

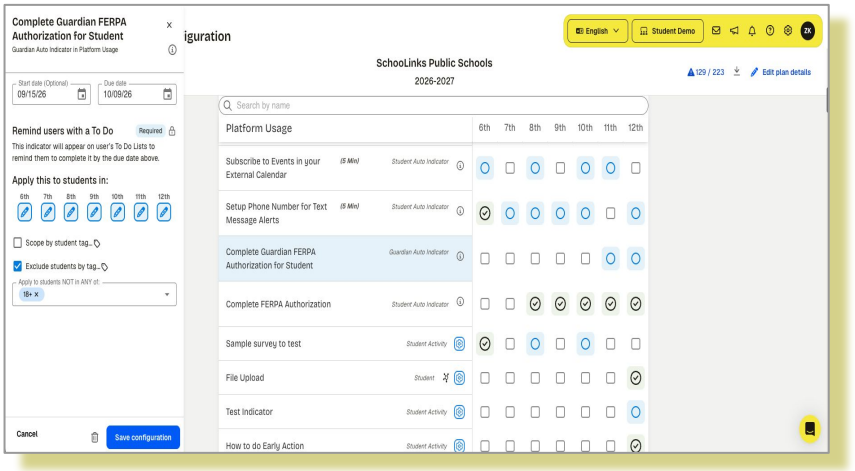
To simplify things for your team, SchooLinks has automatically created tags for students who are 18+, which can be reviewed by visiting Admin > Rosters and Tags.

Process 1: Guardian Consent for Students Under 18

1. Go to Admin > Scope & Sequence Configuration and open the district-wide or a custom plan. Hover over the indicator's grade-level circle and click the pencil icon to open Configure Indicator for Complete Guardian FERPA Authorization for Student.



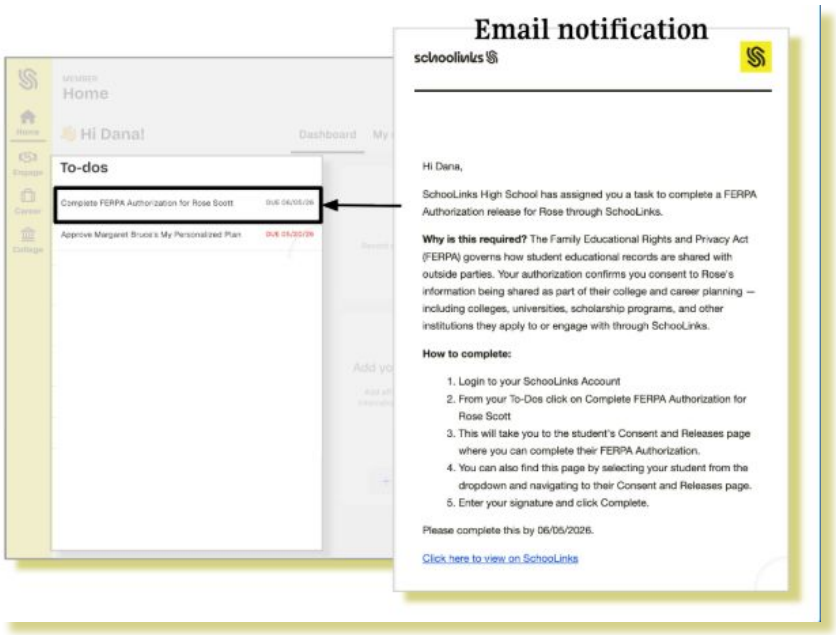
2. Set a Due Date (required), toggle Remind users with a to do so it appears on guardians' To-Do lists, and select "Exclude Students by Tag" > 18+.



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3 Guardians get an email + To-Do notification and sign digitally with their full name, via the To-Do or Casefile > Consent & Releases. The record is timestamped and stored permanently.

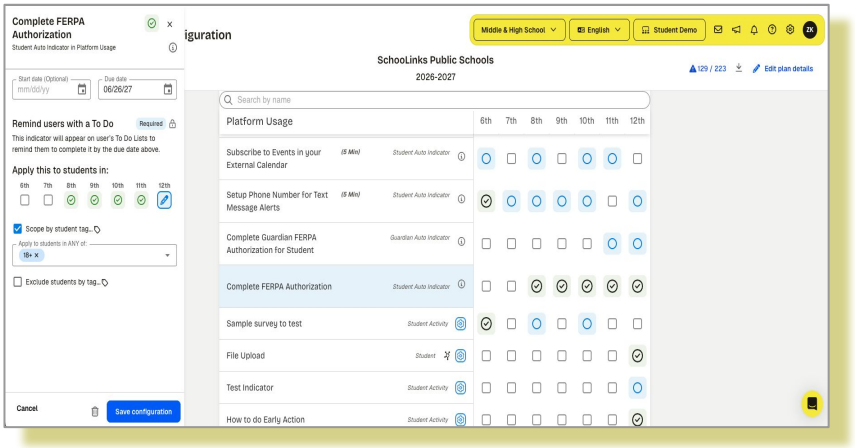
**Guardians automatically receive an email the following day after the indicator is configured, at 8 AM CDT.*



Process 2: Student Self-Attestation for Students 18+

1 **Configure the Indicator**

- Go back to Scope and Sequence Configuration and set up the Complete FERPA Authorization indicator.
- This time, scope by student tag using the 18+ tag.
- Set a Due date and Save.



Learn More:

- FERPA Authorization Overview
- Guardian: Complete FERPA Authorization for Your Student
- Scope & Sequence Overview and Configuration

Reach out to the SchooLinks Support Team with questions or if you need help!

