



FERPA for Faculty and Staff

The [Family and Educational Rights and Privacy Act \(FERPA\)](#) is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and access to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

South Alabama Family Connection

The [South Alabama Family Connection](#) allows parents and family members to connect with their student(s) by sending them a request to access their records. The day after the request is approved by the student, they will have access to view their information. Before you release any information about a student you must first check that the parent or family member is authorized through the [South Alabama Family Connection](#).

Verifying Student Consent to Release Information

As University of South Alabama faculty or staff you can log in to the [South Alabama Family Connection](#) using your University of South Alabama username and password (i.e., [single sign-on credentials](#)):

Stay up to date with South Alabama and your student

Access for families sponsored by University of South Alabama

Log in to get started or [sign up](#)

[Forgot password?](#)

Email

Password

☒ Remember Me

Log in with email



Log in with Facebook



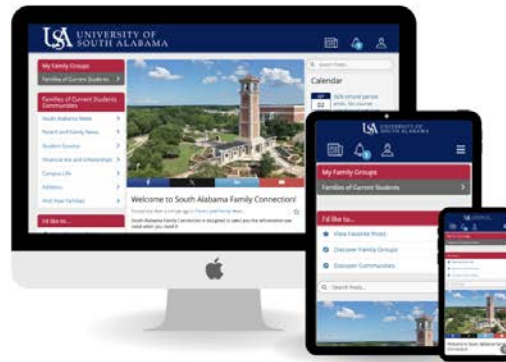
Log in with LinkedIn



Log in with Google

This site is protected by reCAPTCHA and the Google [Privacy Policy](#)
[Terms of Service](#) apply.

[Are you student or staff? Log in here.](#)



Your one-stop shop for:



Access to important campus news and deadlines



Ability to request access to your student's progress and financial details



Personalized newsletters on your schedule



Announcements via email and text message



Sharing of updates with friends and family

Once you are logged in, select the "Profile" icon at the top right:

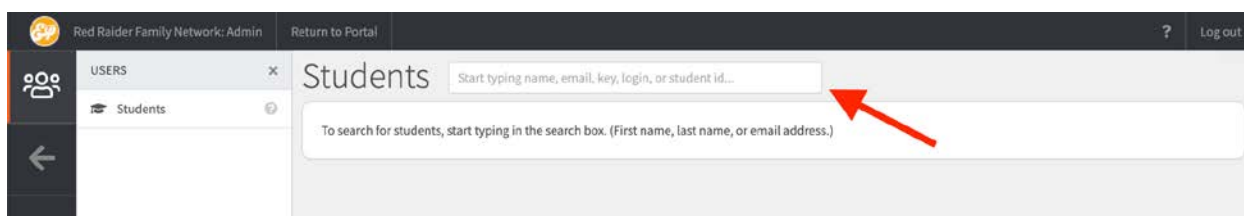


From the drop-down menu, select "Admin" to access the admin area:

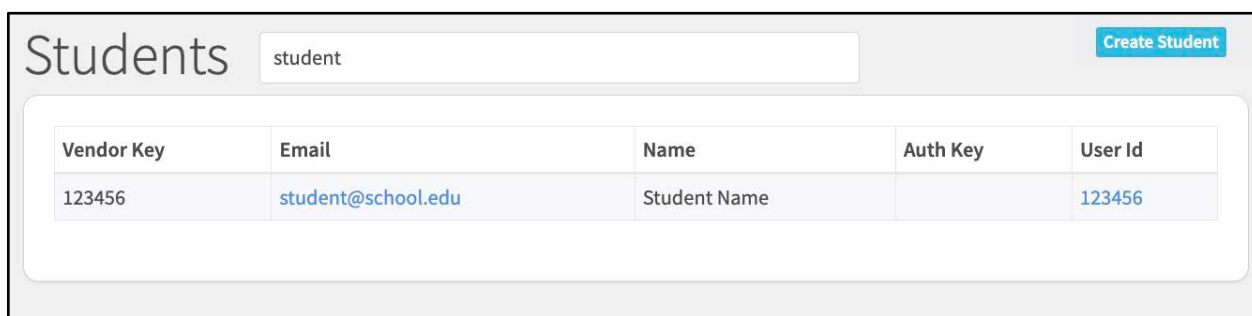


In the "Students" field, enter one of the following to search:

- **Student ID Number** (preferred)
- Student Email
- Student First Name
- Student Last Name

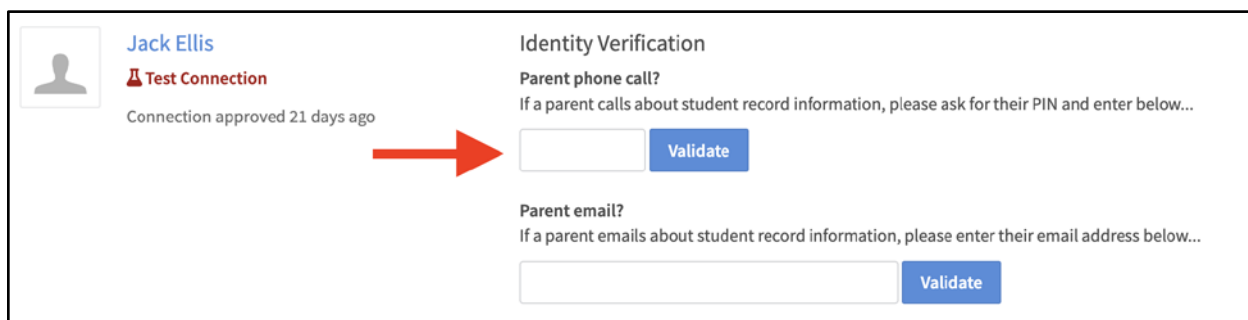
A screenshot of the "Red Raider Family Network: Admin" interface. The top navigation bar includes a "Return to Portal" link and a "Log out" link. On the left, there's a sidebar with a "USERS" tab and a "Students" link. The main area is titled "Students" and features a search box with the placeholder text "Start typing name, email, key, login, or student id...". A red arrow points to this search box. Below the search box, a message reads: "To search for students, start typing in the search box. (First name, last name, or email address.)".

The student's University of South Alabama email address will be displayed. Click on the email address to continue:

A screenshot of the "Students" search results page. The search box contains the word "student". A "Create Student" button is in the top right. Below the search box is a table with the following data:

Vendor Key	Email	Name	Auth Key	User Id
123456	student@school.edu	Student Name		123456

Enter the Validation PIN AND the Parent/Individual's email address:

A screenshot of the "Identity Verification" section. On the left, there's a profile card for "Jack Ellis" with a "Test Connection" status and a message "Connection approved 21 days ago". A red arrow points from this card to the "Parent phone call?" section. The "Parent phone call?" section has a text input field and a "Validate" button. Below it, the "Parent email?" section has a text input field and a "Validate" button.

If the parent or individual on the phone provides you with a correct PIN, a green box labeled “PIN verified” followed by the access granted will appear:

Identity Verification

Parent phone call?
If a parent calls about student record information, please ask for their PIN and enter below...

Validate

PIN verified

You're permitted to share student information with this parent.

FERPA Requests	Status	Granted	Expires
Schedule	✓ approved	Dec 19, 2023	Dec 17, 2029
Student Status	✓ approved	Dec 19, 2023	Dec 17, 2029
Registration Status	✓ approved	Dec 19, 2023	Dec 17, 2029
Midterm Grades	✓ approved	Dec 19, 2023	Dec 17, 2029
Final Grades	✓ approved	Dec 19, 2023	Dec 17, 2029
Academic Holds	✓ approved	Dec 19, 2023	Dec 17, 2029

If the parent or individual provides an incorrect PIN, a red box labeled “Incorrect PIN” will appear. Do not release any information to this individual. You may send parents a link to reset their PIN (see screenshot below):

Identity Verification

Parent phone call?
If a parent calls about student record information, please ask for their PIN and enter below...

Validate

Incorrect PIN

Please do not share student information with this parent. You can send this parent a PIN reset request by [clicking here](#).

Directory Information

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

- Student's name
- Local and permanent addresses
- Photograph
- Major fields of study
- Dates of attendance
- Enrollment status
- Degrees, awards, and honors received, including selection criteria
- Classification
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team