

Submitting a FERPA release in Self-Service

1. In Self-Service, expand the “User Options” menu and select “Student Records Release.”

THE COLLEGE of IDAHO

Hello, welcome to Self Service.
Choose a category to get started.

- Student Finance: View your latest statement and make a payment online.
- Financial Aid: Access financial aid information.
- Tax Information: Change your consent for e-delivery of tax information.
- Banking Info: View and update banking information.
- Employee: View your tax form consents, earnings statements, banking information, timesheets and leave balances.
- Student Plan: Search for course course sections.
- Course Offerings: View and search the course catalog.
- Grades: View your grades.
- Graduation Application: View or submit a graduation application.
- Enrollment: View or request enrollment.
- Academic Attendance: View your attendance history.
- Advising: Access your advising and academic planning.

User Options

- User Profile
- Emergency Information
- View/Add Proxy Access
- Student Records Release**

2. Click “Add Person/Relationship.”

Student Records Release Information



The privacy of student records is protected by law. The College of Idaho is prohibited from providing certain information from your student records to a third party, such as grades, billing, tuition and fees assessments, and other student record information.

C of I employees may no longer share Financial Aid information via a Release of Information, the financial aid office will share directly with the student. The student may choose to provide Proxy Access on Self Service to persons they choose with a valid Release of Information on file.

The college must have submitted permission from you prior to releasing information from your educational record. If you wish to grant access to a third party, please indicate the name(s) and relationship(s) of the individual below.

By granting access, you are giving the college permission to release information mentioned by you. The consent submitted must specify what information to be released. Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information.

Active Relationship



No Active Relationship Available

Add Person/Relationship



3. Enter the information about the person, please ensure you have entered the information correctly so that C of I staff can verify the information with the individual. Make sure to check which information on your student record is available to them as will and click "Submit."
 - a. **You are required to assign a PIN. When this person interacts with C of I staff they will be required to know the PIN you have assigned. Make sure to communicate that the PIN to them.**

No Active Relationship Available

Add Person/Relationship

First Name * Release Last Name * Person Relationship * Parent PIN * 1975 Start Date 7/18/2022 End Date M/d/yyyy

Access *

Allow Complete Access

Allow Select Access

Admission Records

Student Insurance

Student Account

Student Health

Academic Records

Student Conduct

Disclosure Agreement

I authorize the institution to disclose my information to this party

Cancel Submit

4. At this time, if you need to edit your release person, please contact the Registrar's office at registrar@collegeofidaho.edu to make changes.