



## **FERPA INFORMATION FOR STUDENTS, PARENTS & PROXIES**

- Wake Tech recognizes how important parents and other family members are to the success of our students. We are limited to the information we can share with anyone outside of the student by the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy and release of student education records. This law applies to all colleges and educational institutions that receive funds under an applicable program of the U.S. Department of Education such as Federal Student Aid for students.
- As a parent, guardian, spouse etc., you may want to view and discuss your student's grades, billing, financial aid and other records. We can release and/or discuss this information with you if the student has granted access to you. Once granted, this access will remain in effect, unless revoked by the student, for the duration of the student's enrollment at Wake Tech.

## **FREQUENTLY ASKED QUESTIONS**

### **1. How do I get access to my student's information?**

The student must grant you access. Students can grant access to a proxy by logging into Self-Service account with their Wake Tech email address and password and selecting Parent/Proxy Access under their user ID in the upper right corner.

### **2. Once access is granted to me, are there other forms that need to be completed, or do I need to speak with someone at Wake Tech about my child's information?**

Once access is granted to you, an email will be sent to you with confirmation and user ID/password information. You will then be able to access your student's information online through Self-Service. You will not need to complete any additional forms or contact the school.

### **3. What types of information will I be able to see?**

Depending on the type of access you have been granted, you will be able to see the student's grades, financial aid award(s), tuition bill and 1098T, and you can pay the tuition bill.

### **4. I am a WTCC employee, and I am the parent of a WTCC student. Can I have parent access?**

Yes, if the student grants you access, you will be able to view his or her information in Self-Service. Note there are special instructions for WTCC employees in the access confirmation email; you'll use your regular WTCC email address and password.

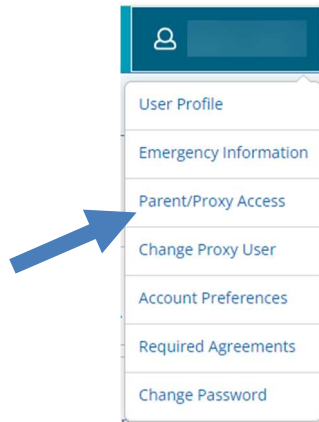
### **5. My student previously completed a paper "FERPA form" or had access to my student's information in the WebAdvisor parent module? Will I automatically get online access to their information?**

No. The student will need to grant you access again in Self-Service. We apologize for the inconvenience.

**For more information on FERPA or granting access to a proxy, please contact the Registration & Records office by phone at 919-866- 5700 or email at [registrar@waketech.edu](mailto:registrar@waketech.edu).**

# HOW TO GRANT ACCESS TO A PARENT/PROXY

1. Go to **selfserve.waketech.edu**.
2. **Click your user ID** in the top right-hand corner of the screen, then select **Parent/Proxy Access** from the drop-down menu.



3. If you **previously entered** a person in the WebAdvisor parent module, then that person will be listed in the “Select a proxy” dropdown. You will just need to **select the person, enter their current email address, assign permissions (either complete access or select access) and accept the disclosure**.

A screenshot of the 'Select a proxy' form. The form includes a dropdown menu for 'Select a Proxy', a 'Proxy Email Address \*' field, a 'Confirm Proxy Email Address \*' field, and a 'Proxy Relationship' dropdown. Below these fields are radio buttons for 'Proxy Access' (Allow Complete Access and Allow Select Access) and checkboxes for 'Student Finance' and 'Financial Aid'. A blue arrow points to the 'Select a Proxy' dropdown.

4. If you need to add a **new** person to your account, you will need to **enter the person’s information first, then assign permissions (either complete access or select access) and accept the disclosure**.

A screenshot of the 'Proxy Access' form. The form includes radio buttons for 'Proxy Access' (Allow Complete Access and Allow Select Access) and checkboxes for 'Student Finance', 'General', 'Tax Information', 'Financial Aid', 'Academics', 'Account Activity', 'Account Summary', 'Make a Payment', 'Pay With A Payment Plan', 'Offer Letter', 'Notifications', and 'Grades'. A blue arrow points to the 'Allow Select Access' radio button. Below the form is a 'Disclosure Agreement' section with a paragraph of text and a note.

**Note: If your proxy has similar information to an existing person in Wake Tech’s system, your request to add the new proxy will show as pending. Wake Tech will need to research and confirm the proxy’s information to ensure that the correct person is added to your record. After Wake Tech confirms, then you will be able to grant access.**