Determining Restriction

Trigger:
You need to determine if a student's bio-demo data can be released due to a request from an outside source.

Concept
If a student has their directory information restricted, you may not release any information on that student from the myZou system. A blue shade icon that indicates that the student has restricted their information and no data may be released. This icon will show on every page within the myZou Student Records system for students that have restricted their information.

FERPA Icon

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window shade icon</td>
<td>If a student has enacted their right to privacy under FERPA guidelines, their information is restricted from being released. This is designated by the &quot;Window Shade&quot; icon, located on the upper right hand corner of each page that contains the student's data.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Output - Results</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FERPA restriction will be determined.</td>
<td>You will be able to determine whether the...</td>
</tr>
</tbody>
</table>
student's bio-demo information is releasable.

Additional Information
Procedure

This topic will demonstrate how to determine if a student has restricted their directory information data.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Decision:</strong> Please make a selection from the options listed below.</td>
</tr>
</tbody>
</table>
|      | - Restricted Directory Information  
Go to step 2 on page 3 |
|      | - Unrestricted Directory Information  
Go to step 7 on page 7 |
| 2.   | Click the **Search Results** table. |
Step | Action
---|---
3. | The blue FERPA icon will be displayed if the student has chosen to restrict their directory information.
### Step 4

**Action**: Click the FERPA icon to view an explanation of what information is releasable.
### Step 5

**Click the Return button** to close the Releasable FERPA Directory Information page.

### Step 6

This successfully completes Determining Ferpa Restrictions.

**End of Procedure.** Remaining steps apply to other paths.
Step | Action
---|---
7. | Click the **Search Results** table.
### Step 8

If the blue FERPA icon is not present on a myZou page, the student has **NOT** restricted their directory information.

For information on viewing releasable directory information, see FERPA Inquiry.

### Step 9

This successfully completes Determining Ferpa Restrictions.

**End of Procedure.**