FERPA for Parents and Family

The Family Educational Rights and Privacy Act sets forth requirements regarding the privacy of student records and affords students certain rights with respect to their education records.

Do parents have a right of access to their student's educational records?

Although parents do not have a right to these records, the university is permitted to share these records with the parents if the student authorizes that access. The University of Montevallo utilizes the The Montevallo Parent & Family Portal to provide and manage that access.

Requesting access to your student's educational records

1. A parent can initiate a request for access to their student's information through the The Montevallo Parent & Family Portal.
2. FERPA authorization only grants access to information, it does not grant the right to act on the student's behalf.
3. The FERPA authorization will remain valid until rescinded by the student.

Joining the The Montevallo Parent & Family Portal

The The Montevallo Parent & Family Portal will allow you to connect to your student by sending them a request to access their records. On the day **after** the request is approved, you will have access to view their authorized information. The data will be updated nightly.

Parents and Family Members can Join the The Montevallo Parent & Family Portal for Free

1. Go to https://montevallo.campusesp.com and either sign in or sign up.
2. Complete a quick on-boarding survey

3. Update your profile. Users can click the person icon in the top right corner of the page and click "Edit my Profile."
4. Update notification settings. Users can click the person icon in the top right corner of the page and click "Edit Notification Preferences." You can get alerts when something changes!

Connecting to Your Student

1. To connect to your student, click the graduation cap icon in the top-right corner of the page. Please note that your student must approve the request. Only then will you be able to access their information the following day.
2. Enter their University of Montevallo email address (@forum.montevallo.edu). Please note that families cannot request a connection to students who have recently been admitted but have not registered for classes. Connections are only possible **after** a student has registered for classes.
3. Parents and family can request access to:
   ● Class Schedule/Enrollment Information
   ● Grade(s) Information
   ● Financial Aid Information
   ● Account Balance
   ● Holds on Account

Having trouble connecting to your student?

1. Cancel the request by clicking on the graduation cap. Click "Go to my connections," click on the connection you'd like to cancel, scroll to the bottom, then click "Cancel this connection."
2. Start a new request with the student's correct email address.
3. Student gets an email and approves your request.

When students accept their parent or family member's request, they must accept the connection and then must approve the FERPA requests. Parents and family members can either request everything or choose à la carte what they would like to see. Similarly, the student can either grant access to everything, or pick and choose what they would like their supporters to have access to. Students can revoke access at any time by logging into the The Montevallo Parent & Family Portal with their The University of Montevallo username and password.

Forgot your PIN?

During the process of requesting access to your student's record, you'll be asked to create a PIN. You'll need to remember this PIN – if your connection request is approved by your student and you need to call for information about your student's records, you'll need to use that number to confirm your identity and your ability to access your student's record.

If you can't remember your PIN, you follow the steps below to reset it:

1. Log in to your The Montevallo Parent & Family Portal account
2. Click on the graduation cap icon at the top right side of the page
3. Click on 'Go to My Connections'
4. Choose the connection you need to adjust.
5. Click on "Forgot PIN? Click to reset"

Directory Information

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

- Student's name
- Mailing address
- Telephone listing
- University of Montevallo email address
- Enrollment status (full-time, part-time)
- Whether currently enrolled or not
- Class/level
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Prior post-secondary institution(s) attended
- University of Montevallo photograph(s)
- Dates of attendance
- Thesis/dissertation title
- Degrees and awards received