



## 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 the 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.

### WSSU Family Connection

The [WSSU 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 [WSSU Family Connection](#).

## Verifying Student Consent to Release Information

As **Winston-Salem State University** faculty or staff you can log in to the [WSSU Family Connection](#) using your **WSSU** Email and Password:

## A great way to stay involved with your student and WSSU.

Keep on top of important dates, deadlines, news, and events.

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

Email

Password

Remember Me

**Log in with email**

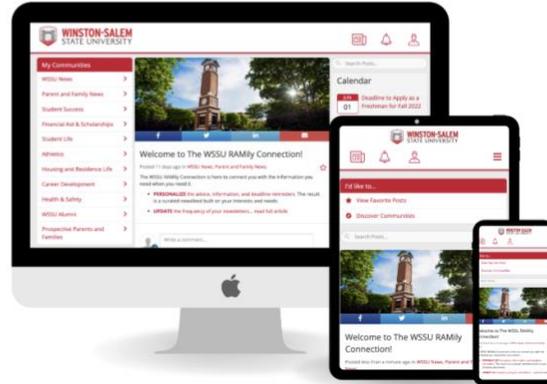
 **Log in with Facebook**

 **Log in with LinkedIn**

 **Log in with Google**

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

**Are you a student or faculty? [Log in here.](#)**



### Your one-stop shop for:

-  Access to important campus news and deadlines
-  Personalized newsletters on your schedule
-  Announcements via email
-  Sharing of updates with friends and family

Powered By



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:

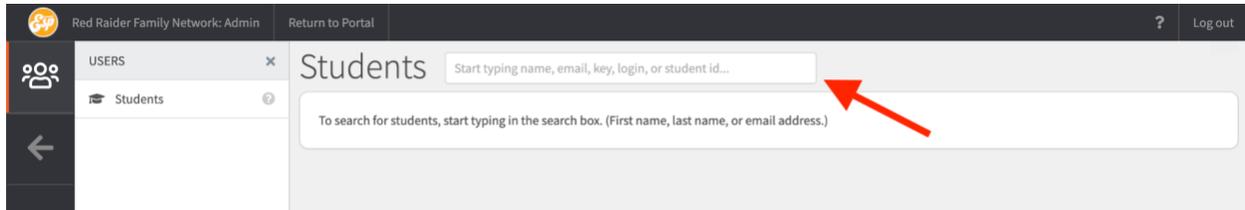


# Admin

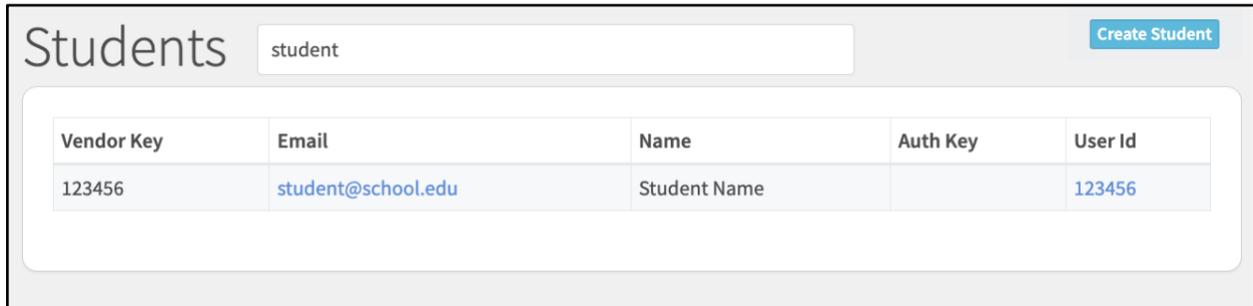
Access the admin area

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

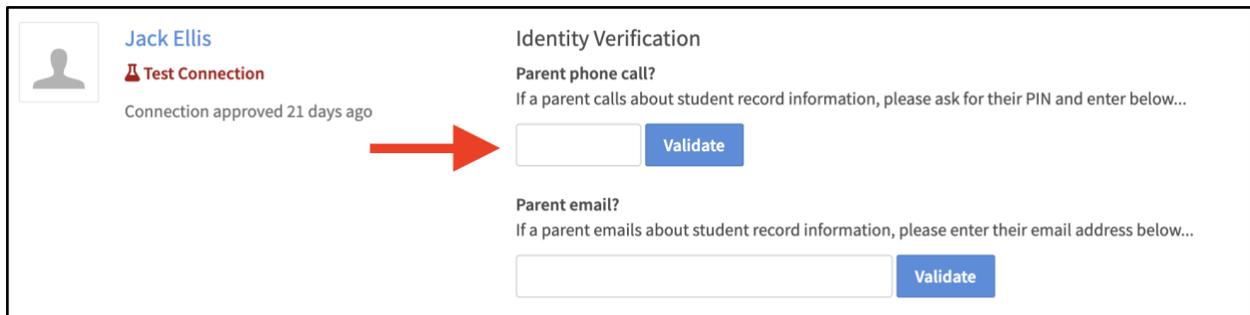
- Student ID Number (preferred)
- Student Email
- Student First Name
- Student Last Name



The student's **WSSU** email address will be displayed. Click on the email address to continue:



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



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...

\*\*\*\*

**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...

\*\*\*\*

**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