

How to Find & Verify the FERPA Secure PIN

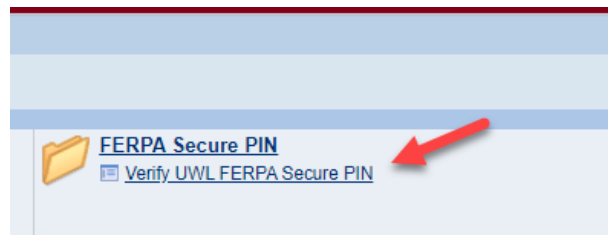
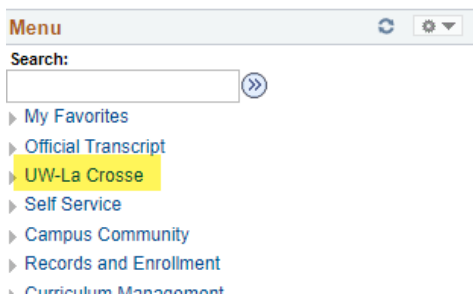
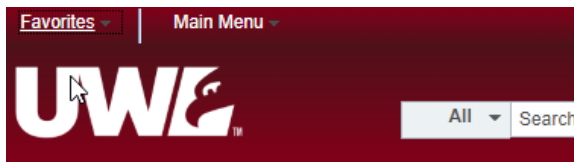
Student records are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). Therefore, before any specific personally identifying information about a student can be given out, the person requesting that information must prove that they are authorized to have it.

Students are authorized to have information about their own record, but UWL staff must verify their identity before releasing the information. In person, students may provide their student ID, which has their photo and campus ID number. By phone or email, especially if not emailing from the UWL email address, students must provide their full name, student ID, and one or more pieces of personally identifiable information such as a birthdate or other information from their record that will help identify them. This additional piece of information should be something that is not likely to be known by another person.

UWL has created the FERPA Secure PIN to be that third piece of information, if the student chooses to use this option. Each PIN number is assigned to an individual and cannot be transferred. The student's own PIN number is separate from the PIN number created for a parent or guardian.

How to find out what the PIN number is, who it has been assigned to, and if there are any limitations:

1. Ask the guest or student you are speaking with to confirm the student's name, their own name (if not the student), and the PIN number.
2. Navigate to **Main Menu > UW-La Crosse FERPA Secure PIN > Verify FERPA Secure PIN**



3. Enter student's ID or Last Name/First Name. Click Search.
4. The PIN listed in the **Student Personal Identification Number** section is for the students to identify themselves.
5. The PINs listed in the **Guest Personal Identification Number** are for third parties to identify themselves.

6. For the Guest PIN, review the **Finances** and **Academic** records checkboxes to see which information can be released to and/or discussed with guest. Use the definitions listed.

Finances: May discuss account charges and payments, financial aid disbursements, and enrollment status as it relates to your financial obligations to UWL.

Academic Records, with the exception of current schedule of classes and all course grades: May discuss application status, placement information, transcript status, test score status, enrollment, progress toward degree, academic standing, etc.

The FERPA Secure PIN **does not grant access to:**

- Course grades and current schedule of classes
- The holder party to sign documents or make decisions/changes on a student behalf

UWL FERPA Secure PIN Verify

Student Personal Identification Number (PIN)

Name: Eagle, Stryker Ann

Preferred First Name:

Campus ID: [REDACTED]

PIN: 696902

Only the student may use this PIN

Guest Personal Identification Number (PIN)

Name: Mother Eagle PIN: 791632 <input checked="" type="checkbox"/> *Finances <input checked="" type="checkbox"/> *Academic Records	Name: Guardian Eagle PIN: 300250 <input checked="" type="checkbox"/> *Finances <input type="checkbox"/> *Academic Records	Name: PIN: <input type="checkbox"/> *Finances <input type="checkbox"/> *Academic Records
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* Finances. May discuss account charges and payments, financial aid disbursements, and enrollment status as it relates to your financial obligations to UWL.

* Academic Records with the exception of current schedule of classes and all course grades. May discuss application status, placement information, transcript status, test score status, enrollment, progress toward degree, academic standing, etc.

Campus offices **are not required** to release the student's personal information to a person providing the FERPA Secure PIN, but **they may do so**. This FERPA Secure PIN system protects the student's records and complies with the federal privacy law governing student records, FERPA.

The student may find information on how to create and use a FERPA PIN on the [WINGS help page](#) or in the [ITS knowledge base](#) article.

More information about [UWL's FERPA policy](#) can be found online.