



# Project Overview Statement

## Executive Summary

---

**Project Title:** FERPA - Student Consent Process  
**Project Leader:** Willie Alexander  
**Department:** Student Affairs  
**Executive Sponsor:** Angelia Millender  
**Project ID:** 151 **Last Updated:** August 12, 2008  
**Mandated:**  Federal  State  Accreditation **Date Required:**  
 Other

---

### PROJECT BUSINESS CASE

#### Project Overview

FERPA affords parents and students the right to obtain access to education records, as well as, the right to exercise some control over the disclosure of information from those records. FERPA guidelines define under what conditions prior consent is required to disclose information. The parent or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records, except as provided in §99.31. The written consent must: (1) Specify the records that may be disclosed; (2) State the purpose of the disclosure; and (3) Identify the party or class of parties to whom the disclosure may be made. "Signed and dated written consent" under this part may include a record and signature in electronic form that—(1) Identifies and authenticates a particular person as the source of the electronic consent; and(2) Indicates such person's approval of the information contained in the electronic consent.

Since these guidelines apply to all departments within the College, the recommendation is to develop one process where students can submit their consent in an electronic format, maintain the consent in one place in the College mainframe system for display and use by all departments.

#### Business Goals

- This project will eliminate the need for each department to maintain or acquire consent from the student at the point of contact (sometimes this occur multiple times); the student will provide the College with consent only one time; consistent information will be maintained for all students.

#### Success Factors

- Develop a process that adheres to government regulations, is easily used and maintained by both the students and the staff, and readily available to the staff as needed

**Criteria Ranking**

**Supporting Information**

**Score\***  
(5=High 1=Low)



# Project Overview Statement

## *Executive Summary*

Significantly improves student success	.....
Improves customer service or transforms a business practice (increase productivity/time saving)	.....
Aligns with college-wide strategic initiative	.....
Meets state, federal, accrediting or other mandate (identify mandate)	.....
Affects a large number of stakeholders (define stakeholders: students, business, employees...)	.....
Supporting information for "Date Required"	.....
Financial Impact (saves money, earns money,	.....
Increases enrollment/retention (reduces attrition)	.....
Impact if not accomplished	.....
Quick Win (accomplish in short time frame)	.....
Overlap with another project	.....
Consortium project	.....

\* Criteria scores will filled in by Technology Advisory Committee