How to Submit a FERPA

1. Log into PVPlace (https://www.pvamu.edu/pvplace/) using your PVAMU username and password

   Login To PVPlace

   PANTHERTRACKS

2. Select Panthertracks

3. FERPA is the last item listed under the Student menu, select it.

   ## Student and Financial Aid

   Registration
   Check your registration status, class schedule and add

   Student Records
   Academic transcripts, Apply to Graduate, View Holds,

   Student Account
   View your account summaries, statement/payment his

   Bank Mobile Consent Processing
   Consent to use or not use Bank Mobile(Formerly High

   Confidential Missing Resident Student
   Designate your confidential missing person emergency

   FERPA
   RELEASE: 8.9.1

4. The FERPA Release Form will open. Read the whole form, you can decide exactly what information is shared and who it can be shared with.

   FERPA Release Form

   The Family Educational Rights and Privacy Act

5. Answer each of the questions about disclosing your: Student Accounts, Admissions, Registration, Academic Records, Financial Aid & Directory Information.

   DISCLOSURES & NONDISCLOSURES
   I am hereby granting consent for the following

   AUTHORIZATIONS
   * 1. [   ] None
   2. [   ] None
   3. [   ] None
   4. [   ] None

   * Code Word **Must be given to us by your Authorized Person(s)**
   [   ]

6. Next list the person(s) authorized to receive this information, their relationship to you and the code word they must use to ask questions and receive information.

7. Lastly, read the closing statements (listed below), type your name and student id number and press submit.
   This authorization is valid until canceled or a new FERPA is completed. This student (You) may cancel or change this release at any time by submitting another FERPA form through Panthertracks (SSB).
   I give permission for Prairie View A&M University to release selected items below to the recipient(s) listed. I hereby release PVAMU, its Trustees, officers, employees and agents from any liabilities based on the release of records pursuant to this authorization form.

   Name (type)   **ID-Number (type)**
   [   ]   [   ]

   Submit FERPA   **Reset**