Submitting a FERPA Waiver Using DTSS (Student Portal)

A FERPA waiver is initiated by a Cooper Union student when they want to share some or all records types with a trusted contact over a specific, ongoing duration of time; that is, records considered protected and which could not otherwise be disclosed under FERPA. As they deem appropriate, by naming one or more contacts, students can avoid having to give authorization for each and every instance of a conversation or exchange between Cooper Union and the named contact.

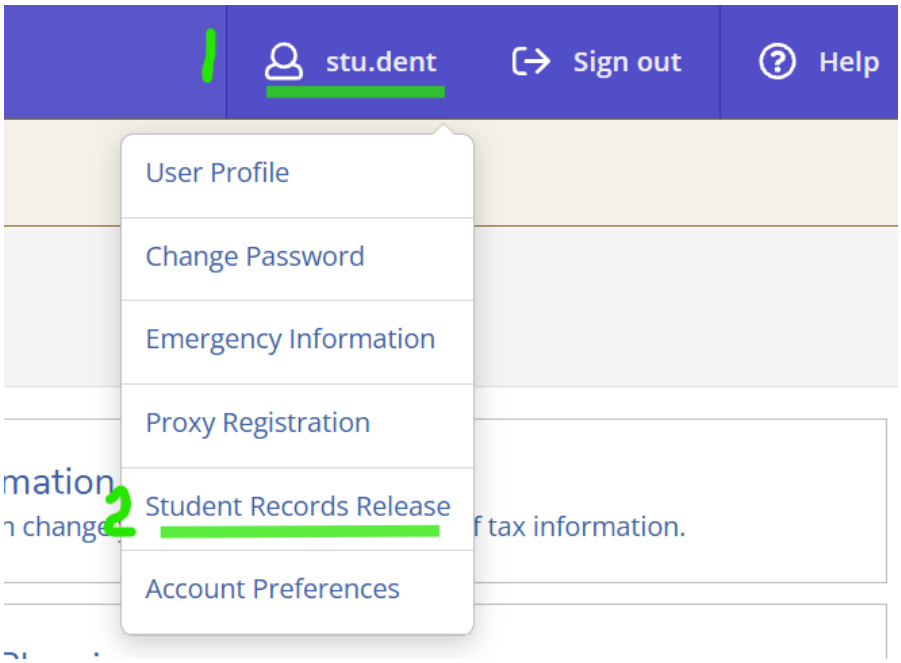
Students have the right to discontinue or amend records access at any time.

Accessing the Student Records Release Area

Once signed in to your self-service student portal (DTSS), there are two ways to access the Student Records Release area.

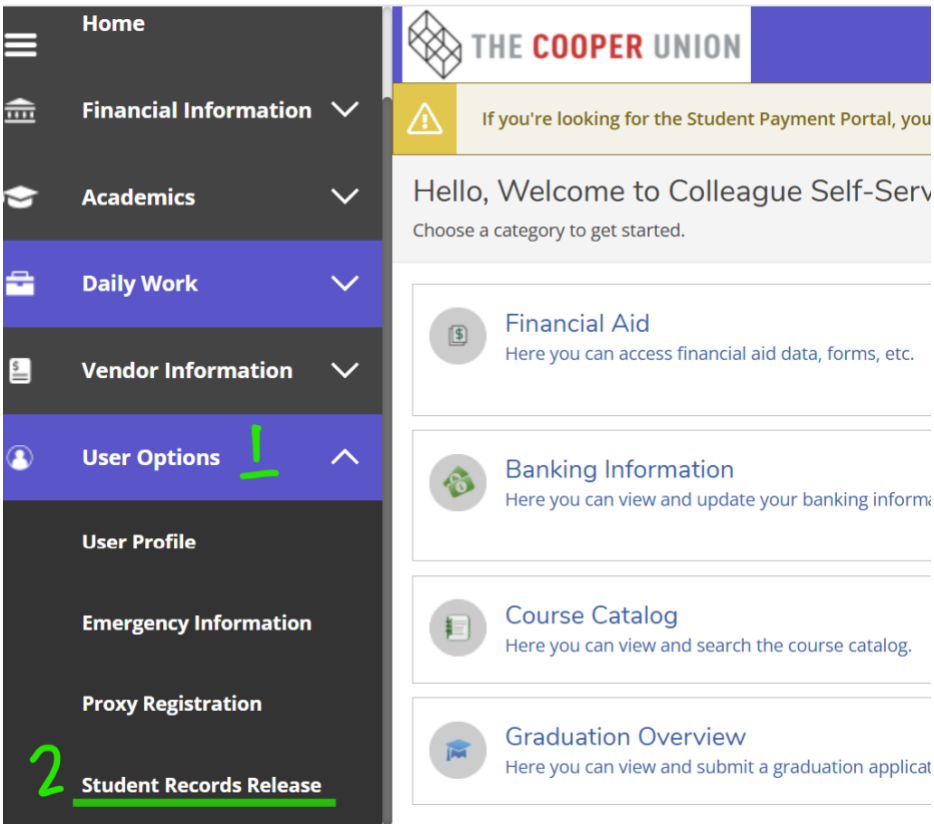
1. From the HEADER menu bar, top right corner: click on the User icon with your name. Demo student here is named Stu Dent.

2. Then select the Student Records Release



Alternatively,

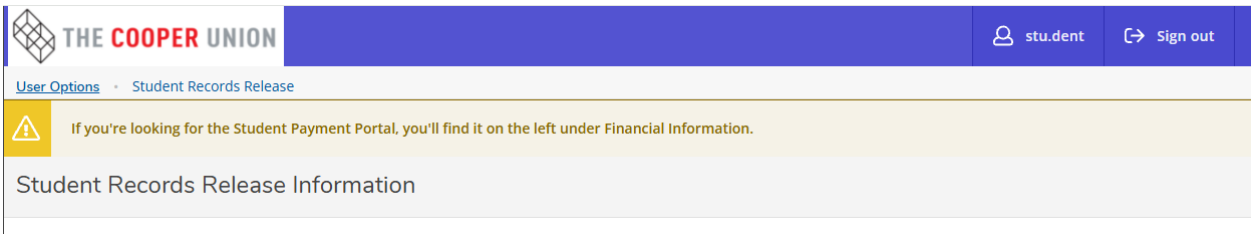
1. From the LEFT MENU options – click “User Options”



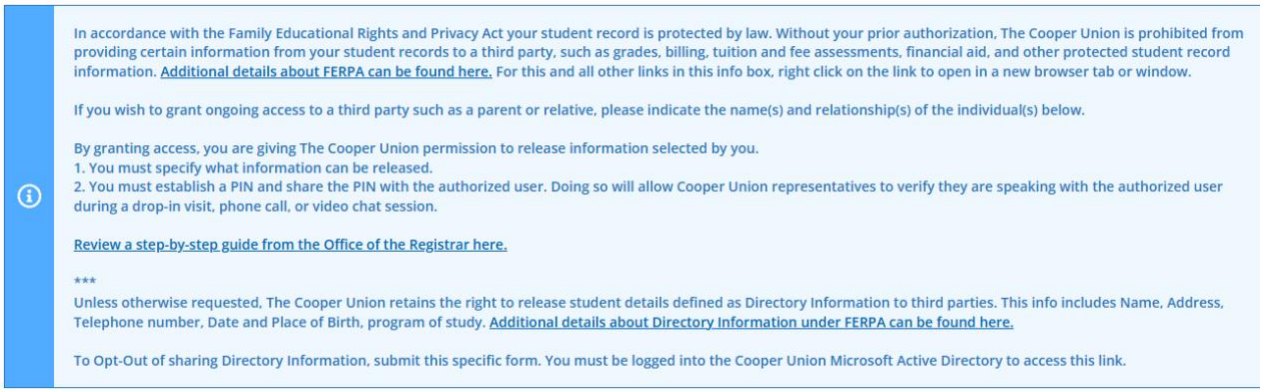
2. Then select “Student Records Release”

Adding or Reviewing Contact Information for Records Access

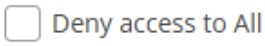
You will then see:



1. The info that appears next offers concise guidance and reminders. It also spells out the distinction between Records Release and the Opt-Out Directory Information (link to Opt-Out Directory Information guidance).



2. *WARNING:*



Deny access to All. This is a shortcut to inactivate any and all existing contacts previously created in the Student Records Release area. Students are strongly encouraged ***not*** to use this checkbox. Instead, students should create and edit individual contacts as needed.

If this box is checked, the system inactivates this area of DTSS, the Student Records Release area. All contacts will have an end date applied and no longer be editable. The area will be unavailable to add new contacts ***until this checkbox has been unchecked***.

Adding a New Contact

1. Following the example with Stu's record, Stu would click on Add Person/Relationship if intending to add his parent, Eve Dent.



2. All fields marked with an asterisk are required. The submit button at the very bottom will remain grayed out and cannot be used until these fields are complete.



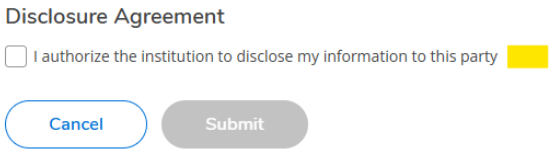
Types of Records to be Shared

1. As depicted above, there is a shortcut button for “Allow Complete Access”; this will check off all boxes automatically.

2. Otherwise, specific records area(s) should be selected from the options presented. Hovering over the (i) will next to each option will provide additional context.

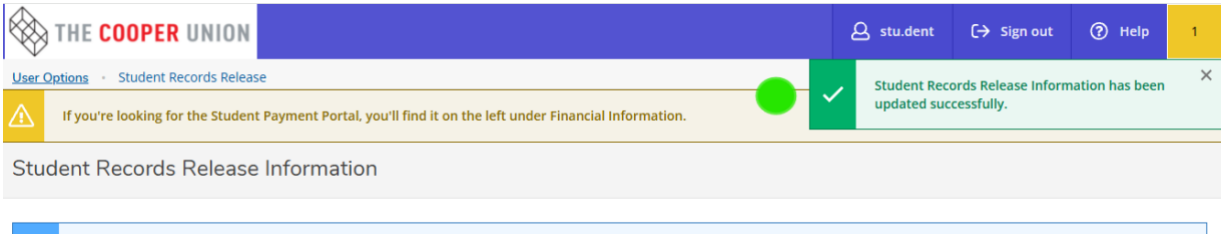
Review and Submit

1. Before submitting, students must check the acknowledgment about their information being disclosed to the contact according to the contact details and specific record types they have indicated.



2. Then finalize selections by clicking the SUBMIT button.

3. Back at the top of the DTSS page, a banner notification will confirm the update.



Existing Contacts List

1. An archive of all records contacts previously entered appears next. These may be active or no longer active. As this is a new feature, you will encounter a blank slate when first updating this part of your student portal.

2. In our ongoing example, however, you notice below that Stu has added Lisa, who is an active contact (no end date). You see the information categories that can be communicated to Lisa, the relationship to Lisa, PIN for identity verification, and the start date for sharing specific details.

3. Notice the pencil and minus sign symbols to the right. The pencil allows Stu to make an edit. Perhaps Stu no longer wants to share Financial Aid info. From the Edit area, Stu could also end the record by adding the current date – or a future date.

4. The minus sign will "end" the active record for Lisa effective immediately.

5. Polly and Presley Dent were added previously but are no longer active contacts for Stu. We notice the end dates listed. Pencil and minus symbols no longer appear next to Polly and Presley because these contact records can no longer be changed.

Active Relationship

Name	Information Access	Relationship	PIN	Start Date	End Date	
Lisa Banfield	Account Balance Other Education Records Financial Aid Graduation Information Grade Access Address and Contact Info	Friend	1234	10/08/2026		
Polly Dent	Other Education Records	Grandparent	1111	10/08/2026	10/08/2026	
Presley Dent	Schedule and Enrollment	Sibling	1234	10/08/2026	10/08/2026	