



DEEANN GRIEBEL
STUDENT SUCCESS CENTER

How to check a student's FERPA status

On the SMSU website – through SouthwestNet

1. Click "Menu" in the upper right-hand corner
2. Click "SouthwestNet" under "Resources"
3. Login with your StarID and password
4. Click "Tools" from the tabs along the top
5. Click "Student Info Release Admin"
 - a. This will generate a list of all students who have active releases, listed alphabetically by first name
6. If you don't see the name of the student, you are not able to disclose specific information related to that student
7. If you find the name of the student, click "View Details" for the student
 - a. This will detail what information you are able to share and with who you are able to share that information