



How to Look up Student FERPA Proxy Info. a/o 12/30/24

Log into My.PennWest.edu and click Starfish. Once logged

in, click the ≡ menu icon and click Students.

From the **My Students** tab, for the your student.

Click the student's name to open the Student – Folder.



From the Student Folder, click **Notes**. Under **Note Type** filter to **FERPA Proxy Information**. Click the **⊕**symbol to expand the Note.

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A Overview	Created In Term	Written By		Note Type		
Academic Plans Courses Tracking	pe Subject DFERPA Proxy Information FERPA Proxy Information SHAWN SWAN: PARENT > < Family Member/Legal Guardian/Foster Agency > < SMOK		Written By Date Shayne Gervais 08-30-2022 Y 5 < 30-AUG-2022		Date 08-30-2022 Acct Detail Term: Acct Sum pp Hist: Midterm Grades:	-
Methos Notes	The parent or guardian the student gave permission to access their records. The passphras parent or guar to faculty and discussing stur- over the phon		e (ALL CAPS) the ian will provide taff before ent records or in person.	The record ite student author parent or gua have access to	ems the prized a rdian to p.	Finalle

- If the student gave a parent or guardian permission to their academic records a Note will appear here.
- If the student gave more than one parent or guardian access, more than one Note will appear.
- If the student did not give anyone permission to access their academic records, this Note will not appear.

Click <u>HERE</u> for the Proxy Access website information for students.