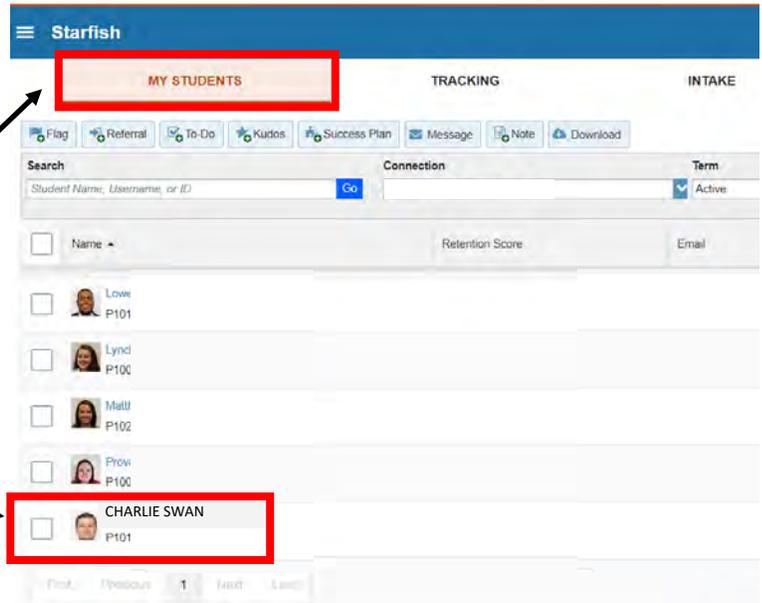


How to Look up Student FERPA Proxy Info. a/o 12/30/24

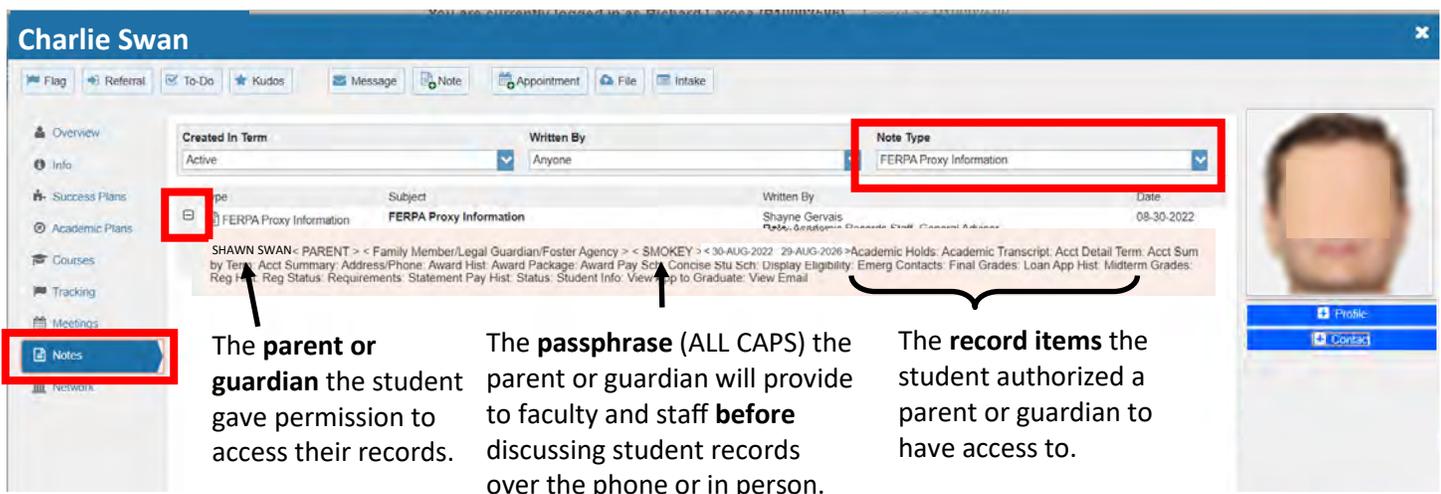
Log into [My.PennWest.edu](https://my.pennwest.edu) and click **Starfish**. Once logged in, click the ☰ menu icon and click Students.

From the **My Students** tab, locate 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.



The **parent or guardian** the student gave permission to access their records.

The **passphrase (ALL CAPS)** the parent or guardian will provide to faculty and staff **before** discussing student records over the phone or in person.

The **record items** the student authorized a parent or guardian to have access to.

- 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 [HERE](#) for the Proxy Access website information for students.