

Dear USC Parent:

We have embarked upon a new approach to support students and their family members with respect to the Federal Education Rights and Privacy Act (FERPA, sometimes referred to as the Buckley Amendment).

FERPA is a federal law that protects the privacy of education records for any student at the university. To comply with this law, USC must have written permission from the student in order to release any information from a student's "education record." Protected elements of the student's education record include, but are not limited to, financial data, courses and grades, and disciplinary information. (For specific information regarding FERPA, please visit www.usc.edu/ferpa.)

We know that many students wish to share this information with their parents and family members. With this in mind, we wish to provide an easy way for students to grant permission and for parents and family members to access the records (once permission has been granted). In this effort, we hope to facilitate good communication between you and your student regarding his/her college experience.

As a result, we have developed a simple online system that will accomplish the following objectives:

- ◆ Allow students to grant their parents access to education and medical records, in one step
- ◆ Allow parents to view elements of the education records that are available in USC's central student information system

With this new service, students may allow parents and family members to view the education records that are available in USC's OASIS system. OASIS is the online student academic information system that students use to check grades, change addresses, track progress to degree, and conduct other transactions. Through OASIS, students will also be able to grant permission for you to access disciplinary records and medical records.

Our new website for parents and family members is called *OASIS for Guests*. *OASIS for Guests* allows designated guests to view grades, courses, progress to degree, transfer credits, restrictions on the student's account, and financial data. *OASIS for Guests* provides contact information and directions for requesting and accessing disciplinary and medical records, which are not stored within the OASIS application.

In order to grant parents and family members access to education and medical records, student must login to OASIS and create unique guest login IDs and guest PINs. Students may create guest login IDs and guest PINs for up to six individuals. Once a student completes this step and clicks "I agree" to release the records, the authorization is complete. Students must provide their guests the following information: 1) the student's USC ID; 2) the guest login ID; and 3) the guest PIN. Guests may login immediately to *OASIS for Guests* to view the information. Login directions are provided at the end of this letter.

The student's authorization for access takes effect immediately and remains in effect until it is revoked (or until it expires, six years after authorization). Students may use OASIS to revoke access at any time. The online OASIS form allows students to grant access to all elements of their education records. If a student wishes to grant access to selected elements of his/her records (i.e., financial information, but not grades), he/she will be directed to complete subject-specific forms for the appropriate offices.

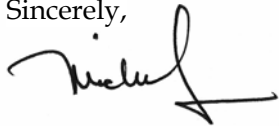
We recommend that students use OASIS to grant permission to education and medical records, particularly as it allows guests immediate access to the student's records. However, for your convenience, in lieu of the online OASIS form, we have enclosed a paper form that also allows the student to grant access to education and medical records. Students may complete this form and mail or fax it to the Office of Academic Records and Registrar:

Academic Records and Registrar
Attn: FERPA Release
University of Southern California
700 Childs Way, JHH 104
Los Angeles, CA 90089-0912
Fax: (213) 740-6761

Thank you for the important role you play in our Trojan Family. We hope you find this new service helpful in facilitating good communication with your student. Moreover, we look forward to working in partnership with you to ensure your student's success.

If you have questions or feedback regarding this process, please contact the Office of Academic Records and Registrar: ferpahelp@usc.edu or (213) 740-6963.

Sincerely,



Michael L. Jackson
Vice President for Student Affairs

Enclosure

Directions to Login to OASIS for Guests (once students have granted access)

- 1) Go to the *OASIS for Guests* website: www.usc.edu/oasisguest.
- 2) Enter the student's 10-digit USC ID, your Guest Login ID (provided by the student), and your Guest PIN (provided by the student).
- 3) From the *OASIS for Guests* main page, click on the link for the record you wish to view.

Note: If you forget your Guest Login ID or Guest PIN, you must contact your student. Only students may create, revoke, and release Guest Login IDs and Guest PINs.