

Dear First Name,

We are writing to inform you about your role in granting student record access to your parent/guardian. To protect your privacy, Lehigh faculty and staff are limited in the types of student information they can share, in compliance with the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#). Proxy access allows students to grant parents, or anyone else you allow, access to student information that is protected by FERPA, such as grades, schedules, and financial information.

To grant someone proxy access to your student information, you'll need to enter their name and email address, then indicate the specific categories you want them to see. You can add multiple proxies and customize what each person can view. You may also edit the proxy's information and can change or revoke their access at any time.

Proxy access is granted online through [Banner](#). Please follow the [instructions](#) to create proxy records.

Once you grant proxy access, your proxy will receive a notification to the email address you specified. This email includes a link to [Proxy Access for Families](#), outlining instructions for accessing their accounts.

Remember that you as the student have the right to enable or disable this online access at any time. If you do not grant access, your parent/guardian will not have access to any information related to your student record.

If you experience technical difficulties, please contact the [ITS helpdesk](#) for assistance.

Sincerely,

Office of the Registrar

The complete [Family Educational Rights and Privacy Act \(FERPA\) policy](#) is available on our [website](#).