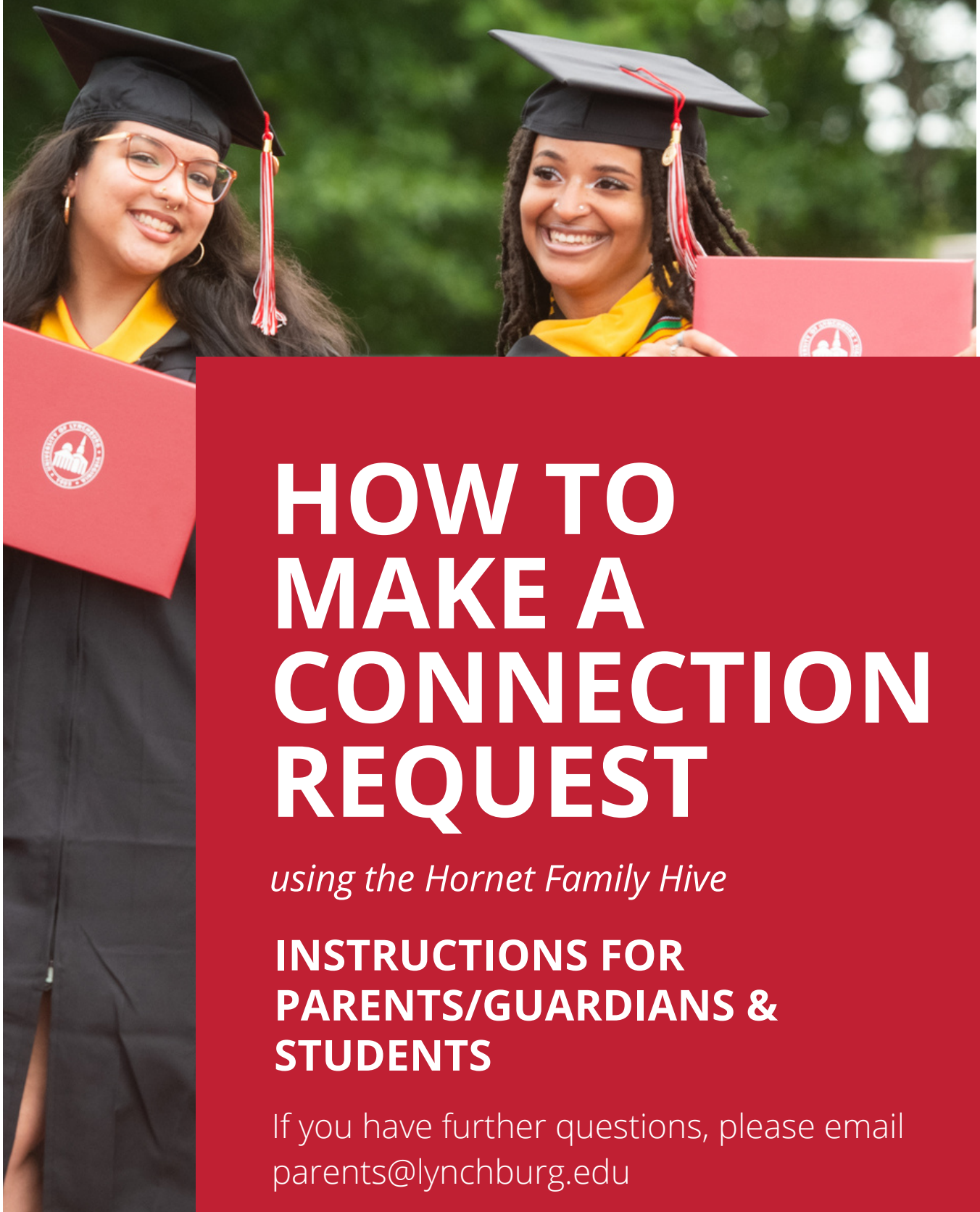


OFFICE OF PARENT, FAMILY & NEW STUDENT CONNECTIONS



HOW TO MAKE A CONNECTION REQUEST

using the Hornet Family Hive

INSTRUCTIONS FOR PARENTS/GUARDIANS & STUDENTS

If you have further questions, please email
parents@lynchburg.edu



WHY DO I NEED TO MAKE A REQUEST TO VIEW MY STUDENT'S INFORMATION?

The Family Educational Rights and Privacy Act or FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) provides certain rights for parents regarding their children's education records. **When a student reaches 18 years of age or attends an institution of postsecondary education** they become an "eligible student," and all rights under FERPA transfer from the parent to the student.

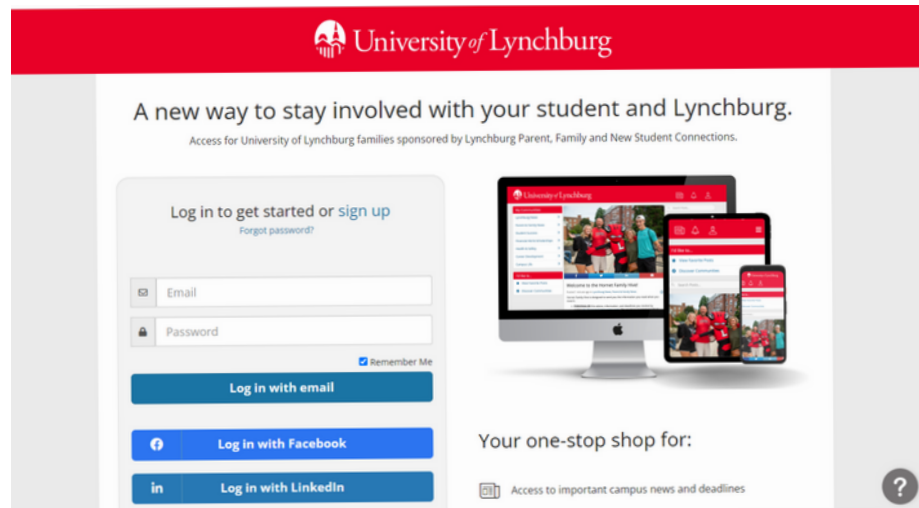
Under FERPA, the term "**parent**" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

FERPA protects "education records," which are generally defined as records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution.

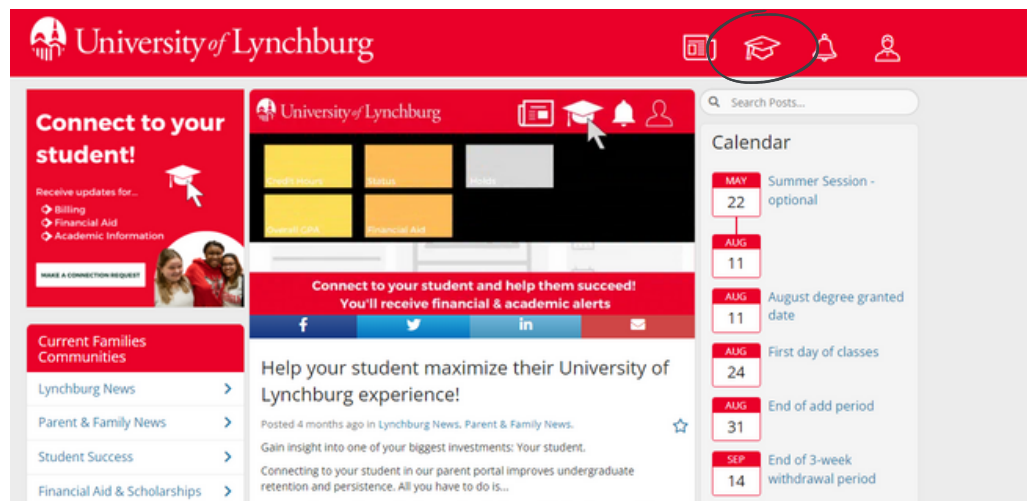
FOR FURTHER INFORMATION TAKE A LOOK AT "A PARENT'S GUIDE TO FERPA" BY THE U.S. DEPARTMENT OF EDUCATION

HOW DO I MAKE A REQUEST?

- ① Log in or create an account on the Hornet Family Hive



- ② Navigate to the "graduation cap" icon in the top right-hand corner of the Hornet Family Hive and click "Go to my connections"



HOW DO I MAKE A REQUEST?

- 3 Enter your student's **lynchburg.edu email address** and your relationship to your student, then toggle the academic and financial permissions you'd like to have access to and click "connect to your student"

Student Email Address:

Relationship to Student:

Please create a PIN below. If you ever need to contact us, we will ask you to verify this PIN.

PIN (4 digits):

Students can use this FERPA module to legally grant access to their protected educational information. Students over the age of 18 must give consent prior to the disclosure of education records. [Understanding FERPA](#)

Request access to ALL student records ☐

[Connect to your Student](#)

Or select the specific permissions you would like to request from the list below.

NOW IT'S YOUR STUDENT'S TURN

- 1 At their lynchburg.edu email, the student should receive an email with the subject "**New Connection Request from the Hornet Family Hive**"

 **University of Lynchburg**

You have a new connection request!

July 03, 2023

Dear **student name**

requester name is requesting your consent and permission to access your educational records. You may approve or decline this request, and you may revoke permissions at any time.

[Click here to approve this request](#)

NOW IT'S YOUR STUDENT'S TURN


- ② In the email, the student will then be able to see what permissions are being requested. They can choose to approve all, none, or adjust permissions to their desired level.

requester name is requesting access to the following educational resources:

- **Class Schedule/Enrollment Information**
View student course schedule, credit hours, and other status information including degree, major and class year.
- **Grade(s) Information**
View student course grades. Final grades will be posted at the end of each semester.
- **Financial Aid Information**
View a list of student financial aid awards, the expected amount offered and whether the payment has been made
- **Account Balance**
View the student account balance, and get notified about any outstanding charges.
- **Holds on Account**
Get notified when there's a new hold on the student account, along with a description of the hold type.

If you grant permission to **requester name** to view the above records, they will be able to access this information in Hornet Family Hive. You may update your permission levels at any time by visiting [your student page](#).

Lynchburg Parent, Family and New Student Connections

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- ③ By visiting their student page on the Hornet Family Hive, students can adjust permissions at **ANY TIME**. Remember, due to FERPA, all of the student's "education records" rights are in their hands.

SHARING EDUCATIONAL RECORDS IS LEGALLY YOUR STUDENT'S DECISION

Good luck and happy connecting Hornets! If you have further questions, please email parents@lynchburg.edu!