

How to authorize a FERPA Release

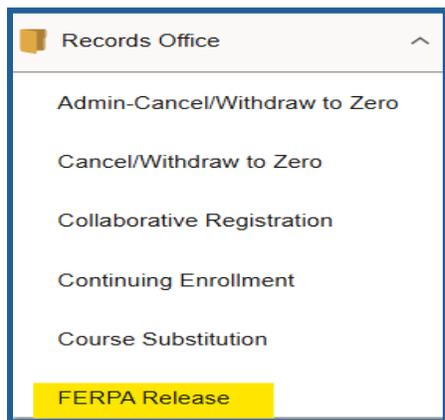
FERPA stands for **F**amily **E**ducation **R**ights and **P**rivacy **A**ct of 1974.

A student's academic and financial information can only be released to the student. By completing the FERPA Release form, students may add or remove authorization for designated individuals (parents, legal guardians) to access their educational records.

Log in to **Campus Connection** and click the **DSU eForms** tile.



Click **Records Office**, and a list of options will appear. Choose **FERPA Release**.



Select **Dickinson State University** as the Academic Institution.

Student Information

Name [REDACTED]

Student ID [REDACTED]

Email Address [REDACTED]

*Academic Institution **Dickinson State Univers** ▼

In the Option box, you will find two options:

- **ALLOW** release of my records (academic, financial, or both) to individuals/parties.
- **REVOKE** the selected FERPA Releases on file at my institution

If you want to permit the release of your records, **you must provide a reason and select a 4-digit security code** for the individuals you wish to authorize. If you'd like to add more than one person, click the "Insert A Row" tab under Authorized Individuals. You will need to provide the individual's name and relationship to the student.

FERPA Action Request

Please select one of the following actions to be taken

*Option **ALLOW release of my r** ▼

To **ALLOW** new authorized individual(s) access to your education records:

1. Complete the Authorization Information section below.
2. Choose a 4-digit security code for the authorized individuals below.
3. Indicate the authorized individuals associated with this record release and 4-digit code below.

After you choose one option, read the FERPA Acknowledgement to ensure you understand, then click **Yes** and **Submit**.