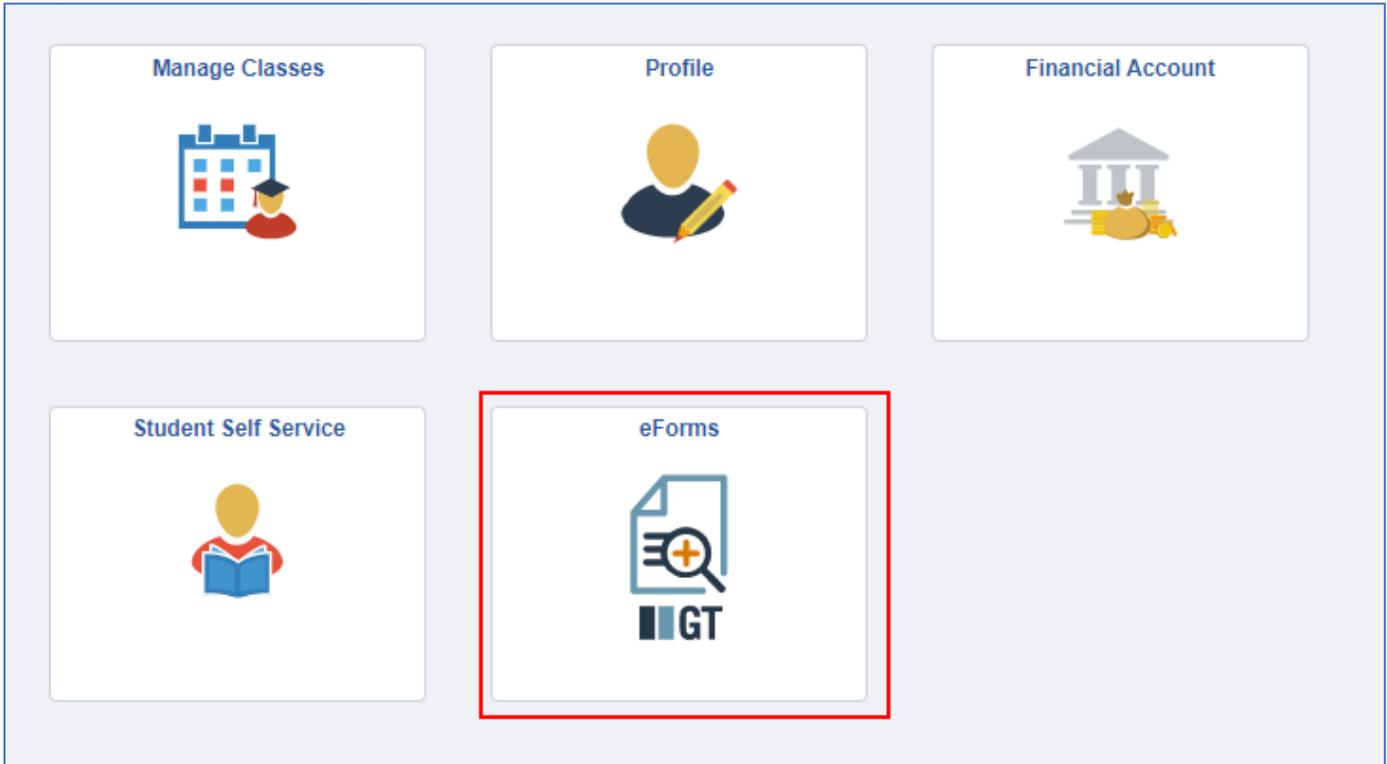## Form Submission (Completed by Student)

Navigation: Student Homepage > eForms > FERPA Release Form

1-The form will populate with some prefilled information that has been setup by CTS. Students will be required to select their institution.

*After selecting their institution, if the student has any FERPA information currently on file, the table will populate with data for any FERPA service indicators (previously added and any newly added via this form) at the selected institution. **If no records are on file, the table will stay blank.***

⊕ FERPA : FERPA Consent to Release   Form ID 104404

According to the **Family Education Rights and Privacy Act of 1974 (FERPA)**, a student's academic and financial information can only be released to the student. By completing the form below, a student may add or remove authorization for designated individuals or parties to have access to their educational records as indicated below.

If you have any questions about this form, please contact your institution's records office.

Student Information

Name	Test,Mavis W
Student ID	0593933
Email Address	sara.narveson@ndus.eduxx
*Academic Institution	Williston State College ▾

FERPA information currently on file

Below are current authorized individuals that have been granted release of your educational records.

If no information appears, you current have no FERPA releasable information on file.

2 rows

	FERPA Ed Record Type ◇	FERPA Information on File ◇
1	Other	Release of Other to Joe (Legal Guardian) or Frank (Legal Guardian). Pin Code 7894 (2021-10-18-12.21.40.000000) Form ID is 104315. Student requested removal of a previous individual per Form ID 104316 (2021-10-18-12.51.07.000000)
2	BOTH Academic and Financial Records	Release of BOTH Academic and Financial Records to test (Legal Guardian). Pin Code 9854 (2021-11-01-17.20.12.000000) Form ID is 104400.

2-The student will then need to choose the FERPA action they would like to complete. Based on their selection, additional fields will display for the student.

FERPA information currently on file

Below are current authorized individuals that have been granted release of your educational records.

If no information appears, you current have no FERPA releasable information on file.

2 rows

	FERPA Ed Record Type ◇	FERPA Information on File ◇
1	Other	Release of Other to Joe (Legal Guardian) or Frank (Legal Guardian). Pin Code 7894 (2021-10-18-12.21.40.000000) Form ID is 104315. Student requested removal of a previous individual per Form ID 104316 (2021-10-18-12.51.07.000000)
2	BOTH Academic and Financial Records	Release of BOTH Academic and Financial Records to test (Legal Guardian). Pin Code 9854 (2021-11-01-17.20.12.000000) Form ID is 104400.

FERPA Action Request

Please select one of the following actions to be taken

Option	▾

ALLOW release of my records to those individuals/parties identified below
REVOKE the selected FERPA Releases on file at my institution

Save   Submit

b-ALLOW release of my records to those individuals/parties identified below.

      i.   The student will need to first declare what type of records they are wanting to authorize release for under the 'Authorization information' section. If Other is selected (for those institutions that utilized it), an additional text box will open.

      ii.   After selecting, the student will enter a 4-digit security code for the authorized individual under 'FERPA Security Code Information.'

      iii.   The student will enter in the authorized individual information in the 'Authorized Individuals' section.

Component Interface Process (following the form being EXECUTED by the approver):
NOTE: The approver in the process MUST have access to FERPA service indicators at your institution for the Component Interface to complete the update.

The component interface process will apply a new FERPA service indicator based on the option selected by the student. The comments of the Service indicator will update with the **individuals, record type, PIN, date/time, & FORM ID.**

c-**REVOKE the selected FERPA Releases on file at my institution**

    i.   A slider option will appear on the 'FERPA Information currently on file' section. The student will be able to select which FERPA authorizations to remove. If a student chooses all of their authorizations, all service indicators will be removed.

Component Interface Process (following the form being EXECUTED by the approver):

NOTE: The approver in the process MUST have access to FERPA service indicators at your institution for the Component Interface to complete the update.

The component interface will look to see which authorizations the student selected YES on. Any selected with a YES will be removed from the student's file.

If a student selects all indicators on file, the CI process will remove all indicators for the student.

Service Indicators on file prior to revoke request for student:

Service Indicators on file after the approver processes the request:

4-After completing their requested FERPA action, the student will need to accept the FERPA acknowledgement.

FERPA Acknowledgement

By completing this form, I acknowledge that although I am not required to release my records to these individuals, I understand that:

- I have the right to not consent to the release of my education records
- I have a right to receive a copy of such records upon request
- This consent shall remain in effect until revoked by me, but that any such revocation shall not affect disclosures previously made by the selected institution prior to the receipt of any such form submission requesting revocation.
- I also understand that if I am a dependent for tax purposes, the institution can disclosure such information to parents and legal guardians regardless of my consent.

Action Items

	Acknowledgement	
1	Yes	By submitting this form, I authorize my institution to release the indicated educational records upon request to those listed.

The student then can either **'Save'** a form for future updating or **'Submit'** to be processed.

▶ Comments

[Save] [Submit]

5-After the form is submitted, the student will get a results screen indicating successful submission of the form. The student will also get a notification that the form has been submitted.

SUBMITTED: FERPA Consent to Release - Form ID: 104289

H helpdesk@ndus.edu
To ✓ Hotchkiss, Crystal

↩ Reply   ↩ Reply All   → Forward   ...

Sun 10/17/2021 5:51 PM

Hello,

Thank you for your submission. To view your request, please click here. If you have any questions, please contact your ND University System campus.

Thank you

Comments:

A student can also view a form's Approval Route' by clicking the Approval Route button.

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

[Refresh]

[View Approval Route]

Transaction / Signature Log

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	06/01/2021 6:39:11PM	Initiated			Submit	

1 row

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=100645   Pending

BSC Routing

⏳ Pending	▶	🗐 Not Routed
Multiple Approvers		Multiple Approvers
sara.narveson -> Narveson,Sara E. + eric		sara.narveson -> Narveson,Sara E. + ericka.west...