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 t	o Release	Form ID 104404
i	According to the Family Education Right ndividuals or parties to have access to the	s and Privacy Act of 1974 (FERPA), a student's academic and financial information can only be released to the student, jir educational records as indicated below.	By completing the form below, a student may add or remove authorization for designated
	f 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 🗸	
J	FERPA information currently on file		
	Below are current authorized individua	s that have been granted release of your educational records.	
	f no information appears, you current	ave no FERPA releasable information on file.	
			2
	FERPA Ed Record Type \diamond	FERPA Infor	mation on File \Diamond
	1 Other	Release of C 12,2140,000	2000) Form ID is 104315. Student requested removal of a previous individual per Form ID
	2 BOTH Academic and Financia	Records Release of E 17.20.12.000	IOTH Academic and Financial Records to test (Legal Guardian). Pin Code 9854 (2021-11-01-0000) Form ID is 104400. $${\scriptstyle \not \!$

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	FERPA information currently on file										
Below a	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.										
	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- 1221.40.000000) Form ID is 104315. Student requested removal of a previous individual per Form ID							
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 Please s	Action Request	g actions	o be taken								
Save	Submit	Option	ALLOW release of my records to those individuals/parties identified below REVOKE the selected FERPA Releases on file at my institution								

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.

Authorization Information	ation
I hereby authorize my ins	stitution to apply the action required above to the following educational records
*Option	~
Please state the purpose individuals below.	Academic Records ONLY BOTH Academic and Financial Records Financial Records Only Other
Enter Reason	

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

FERPA Security Code Information		
Please create your own 4-digit SECURITY CODI	E. The security code should be	numerical and show not be the last for digits of your social security number or your date or birth.
Security Code	4576	

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

Autho	Authorized Individuals										
Please provide the name(s) and relationship(s) of the individual(s) you wish to add or remove authorization to view your records.											
	*Name ≎	*Relationship to Student ♦									
1	Bob Barnes	Parent 🗸									
2	Polly Barnes	Spouse v									

<u>Component Interface Process (following the form being EXECUTED by the approver):</u>

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.**

Edit Service In	idicator				
Bucky Barnes				Release	
		7.0			
	*Institution WSC01	. Williston State	College		
*Ser	rvice Indicator Code PR2	FERPA Release	se Academic		
	*Reason PR2	FERPA Releas	se Academic		
	Description				
	Effect Positive	Service Indicator			
Effective Period					
	Start Term 0001	NDUS		End Term Q	
	Start Date 10/17/2	021 19		End Date	21
Assignment Detail	8				
	*Department 2750	Admiss	sions		
	Reference				
	Amount	0.000	Currency L	ISD Q	
Contact Informatic	n				
	Contact ID	٩	Contact Person		
	Placed Person ID		Placed By		
	Placed Method Manual				
	Placed Process		Release Process		
Comments					
Release of Academic I	Records ONLY to Bob Barnes	(Parent) or Polly Barnes (Spouse). Pin Code 7845 (2	021-10-17-19.42.46.000	000) Form ID is 104290.
1807 characters remain	ning				
Services Impacted			Personalize Fin	d View All 🔃 📑	First ④ 1 of 1 ④ Last
	Description		Basis - Date	Basis - Term	Term Category
Impact					

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.

Below are current authorize If no information appears, y	ed individuals that have been grant you current have no FERPA release	ed release of your educational records. ble information on file.	
f no information appears, y	you current have no FERPA releasa	ble information on file.	
	FERPA Info to Revoke 🜣	FERPA Ed Record Type \diamond	2 ro
1	Yes	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
2	No	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 follow	wing actions to be taken		
	Option REVOKE the selected	t ~	
To REVOKE an existing FE	ERPA release, please select the FI	ERPA Releases on file above.	
Note: Selecting all FERPA	A releases on file above will revoke	all FERPA Releases on file for this institution.	
By submitting this form, I requ	uest that my institution revoke the FE	RPA Release Form selected on file. I understand that this request will revoke acce	ess to all parties on file should I choose to select all current releases on file.

<u>Component Interface Process (following the form being EXECUTED by the approver):</u>

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:

Display	Display Effect All V			l	Institution Will	iston State Coll	ege	V Refresh 🗘			
+ Ad	Add Service Indicator										
Servic	e Indicator Sur	nmary								Personalize Find View All 🖉 🌉 First 🕢 1-2 of 2 🕟 Last	
Code Description Reason Description Institution Start Term End Term End Term Start Date End Date Comments					Comments						
PR3	FERPA Release All	FERPA Release All	WSC01	0001	NDUS			11/01/2021		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.	
PR4	FERPA (4) FERPA Release - General FERPA Release - General WSC01 0001 NDUS 10/18/2021										
+ A	dd Service Indica	tor									

Service Indicators on file after the approver processes the request:

Display	Display Effect All v		I	nstitution Will	iston State Coll	lege	▼ Refresh 🍫						
Add Service Indicator													
Servio	e Indicator Sur	nmary								Personalize Find View All 🚑 📑 First 🕢 1 of 1 🕟 Last			
Code	Code Description	Reason Description	Institution	Start Term		End Term	End Term Description	Start Date	End Date	Comments			
PR3	FERPA Release All	FERPA Release All	WSC01	0001	NDUS			11/01/2021		BOTH Academic and Financial Records to test (Legal Guardian). Pin Code 9854 (2021-11-01-17.20.12.000000) Form ID is 104400.			
+ 4	Add Service Indicator												

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

ERPA 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 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.



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								
Helpdesk@ndus.edu To = Hotchkiss, Crystal	S 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.						Refresh
View Approval Route						
Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	1 row
1 06/01/2021 6:39:11PM	Initiated			Submit		

G3FORM_ID=100645		Pending
SC Routing		
E Pending	Not Routed	
Multiple Approvers sara.narveson -> Narveson,Sara E. + eric	Multiple Approvers sara.narveson -> Narveson,Sara E. + ericka.west	