

University of South Carolina
Online FERPA Form for Academic Advisors

The Office of the University Registrar has created an online FERPA form specifically for Academic Advisors at UofSC.

Here are some important things to note about the form:

- Students complete and submit the form through an authenticated online portal. This is accepted as verification that the student is the individual submitting the form.
- Direct link to the form: go.sc.edu/ferparelease
- The form only releases the named Academic Advisor to speak to the individuals listed on the form.
**This is not a blanket FERPA form for an advising office or unit.*
- Students must submit a new release each Academic Year.
- Advisors will receive an email copy of the form to keep for their records and verification.
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FERPA FORM (authenticated)

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Advising Staff FERPA Release Form

This form serves to grant other individuals access to speak with my academic advisor about my academic record.

Student Information

USCID:

First Name:

Last Name:

Email:

What is your academic advisor's first and last name?

What is your academic advisor's UofSC email address?

Select the current term:

Enter the Current Year:

How many individuals would you like to grant access to your academic record?

Name: <input type="text" value="Student Contact 1"/>	Relationship to Student: <input type="text" value="Mother"/>
Name: <input type="text" value="Student Contact 2"/>	Relationship to Student: <input type="text" value="Father"/>

Acknowledgement

I understand that by submitting this form, I am authorizing the people listed on this form to have access to speak with my academic advisor, named above, regarding my academic record.

I understand that I must submit a new FERPA release each Academic Year.

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Please specify the next form participant

Academic Advisor		
First Name	Last Name	Email
<input type="text" value="Mike"/>	<input type="text" value="Dial"/>	<input type="text" value="mdial@mailbox.sc.edu"/>

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Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

JANE	BOUKNIGHT
<input type="text" value="JANE"/>	<input type="text" value="BOUKNIGHT"/>

Signing electronically above is the fastest, most efficient way to submit your information to your academic advisor at the University of South Carolina. If you choose to opt out, processing time may be delayed by 2 to 3 weeks.

If you choose to opt out by clicking the "Opt out and print" link below, you understand that you must print and submit the form and accompanying documentation (if appropriate) and follow the instructions on the next page to submit the form to your academic advisor at the University of South Carolina. [Opt out and print](#)

Student Confirmation Email

Form submission confirmation



notify@ngwebsolutions.com

To BOUKNIGHT, JANE

Thu 8:24 PM

This is an e-mail confirmation of receipt of your Advising Staff FERPA Release recently submitted.

PLEASE NOTE: This message was automatically generated. Please do not respond to this email address: it is used only by an automated system and is not monitored for responses.

Advisor Confirmation Email

From: notify@ngwebsolutions.com <notify@ngwebsolutions.com>
Sent: Friday, March 20, 2020 9:29 AM
To: DIAL, MICHAEL T <MDIAL@mailbox.sc.edu>
Subject: FERPA Release Form(s) Submitted from JANE BOUKNIGHT



FERPA Release Form

Student: JANE BOUKNIGHT
USC ID: [REDACTED]
Email: JARROWS@mailbox.sc.edu
Term: Spring
Year: 2020
Academic Advisor: Mike Dial (mdial@mailbox.sc.edu)

JANE BOUKNIGHT has completed a FERPA Release Form and authorized you to speak with the following individuals regarding their academic record:

Name 1: Student Contact 1
Relationship to Student: Mother

Name 2: Student Contact 2
Relationship to Student: Father

Name 3:
Relationship to Student:

Name 4:
Relationship to Student:

Name 5:
Relationship to Student:

This authorization is effective only for the current academic year.

Recommendations for Advisors:

- Have a conversation with the student about FERPA and their rights prior to sending the link to the form. Explain to them that the form will allow you to speak to the person(s) listed for the remainder of the current academic year.
- The contacts you are authorized to speak with should reach out to you to initiate conversation.
- Save all FERPA Release Form confirmation emails in a designated Outlook folder.
- Save the FERPA Release Form confirmation email as a PDF and upload it as a note in Navigate. *To save as a PDF, select File → Print → Microsoft Print to PDF.*
- Refer to your department/unit for additional processes regarding FERPA forms.

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University Advising Center
University of South Carolina