

University of South Carolina
Online FERPA Form for Academic Advisors

In partnership with the University Registrar, the University Advising Center 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: <https://www.sc.edu/advising/system/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 alerting them to the fact that a FERPA form associated with them has been submitted which includes a link to the form.
- Advisors can view all FERPA forms submitted under their name in the advising database

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.
 - Refer to your department/unit for additional processes regarding FERPA forms.
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SUBMITTING THE FERPA RELEASE FORM (students)

1. Access the authenticated FERPA release form portal - <https://www.sc.edu/advising/system/ferparelease/>
2. Click "Create a new form"



3. Students enter the required contact and advisors' information and the names of individuals they are granting access to educational records.

Advising Staff FERPA Release Form

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Student Information

Name: Michael Dial
 USCID: [REDACTED]
 Email: * MDIAL@mailbox.sc.edu
 College: College of Arts and Sciences
 Advisor: * Mckeown, Paige
 How many individuals would you like to grant access to your academic record? * 1
 Grant access to (Name 1): * Carrie Dial

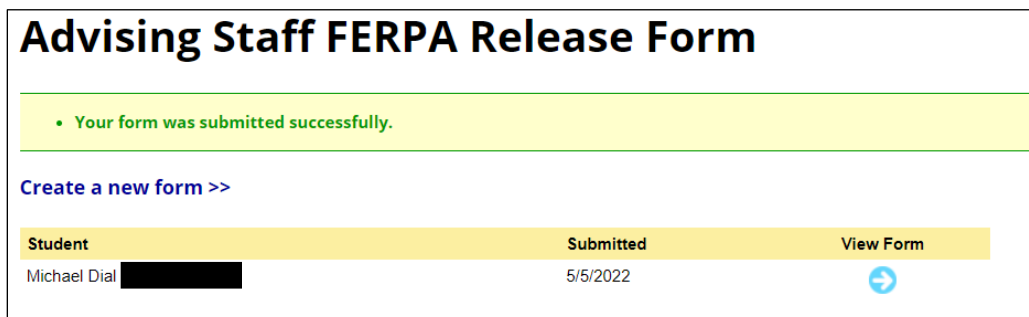
Acknowledgement

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.

Note: Students will be able to submit a FERPA release form for Academic Advisors in the selected college, Exploratory Advisors, OSP Advisors, SCHC Advisors using this form.

4. A confirmation page will appear once the student submits the form. Students can view all forms submitted in the FERPA release form portal.



VIEWING THE FERPA RELEASE FORM (Advisors)

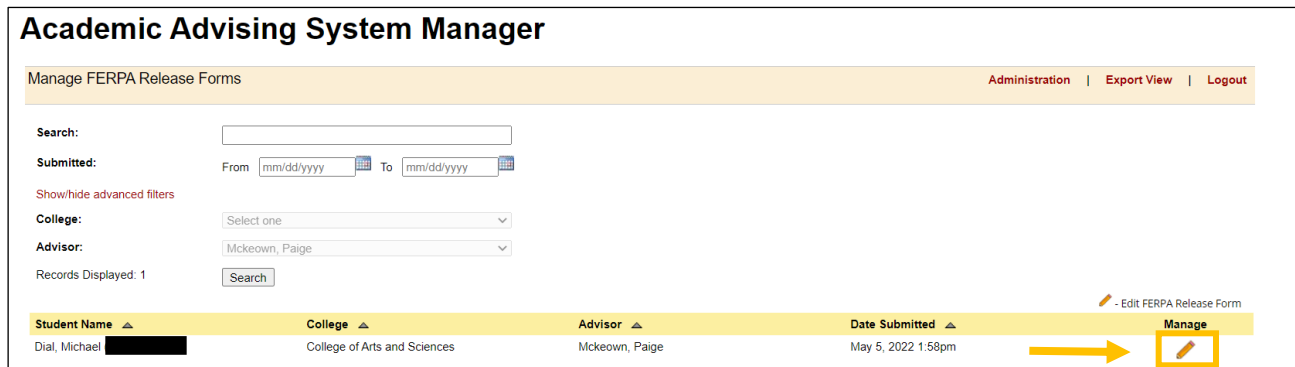
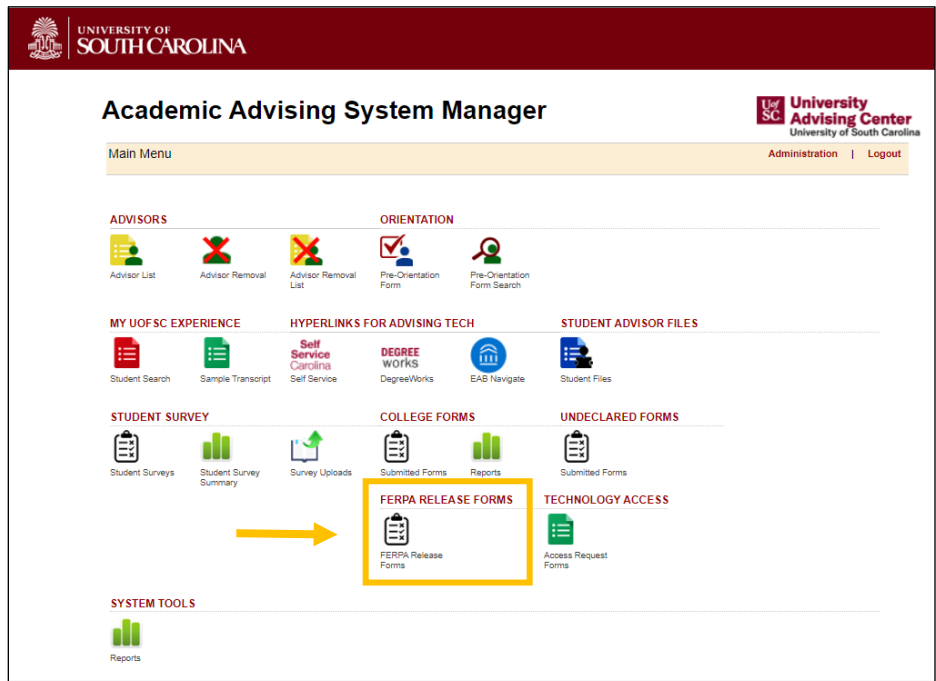
1. Advisors will receive a confirmation email when a FERPA release form has been submitted.

From: utsweb@mailbox.sc.edu <utsweb@mailbox.sc.edu>
Sent: Wednesday, May 4, 2022 9:07 AM
To: COUTSD-EA-Web-Services <COUTSD-EA-Web-Services@mailbox.sc.edu>
Subject: Advising Staff FERPA Release Form

A student has submitted a FERPA Release Form with you listed as the advisor.

Click here to view the form: <https://eaapps.qa.sc.edu/advising/system/ferpareleaseupd.php?id=13>

2. Advisors can access FERPA release forms via the advising database (<https://www.sc.edu/advising/system/>)



Academic Advising System Manager

Advising Staff FERPA Release Form

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Student Information

Name:	Michael Dial
USCID:	<input type="text"/>
Email: *	<input type="text" value="MDIAL@mailbox.sc.edu"/>
College: *	<input type="text" value="College of Arts and Sciences"/>
Advisor: *	<input type="text" value="Mckeown, Paige"/>
Term:	202201
How many individuals would you like to grant access to your academic record? *	<input type="text" value="1"/>
Grant access to (Name 1): *	<input type="text" value="Carrie"/> <input type="text" value="Dial"/>

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