

How to fill out the FERPA release form

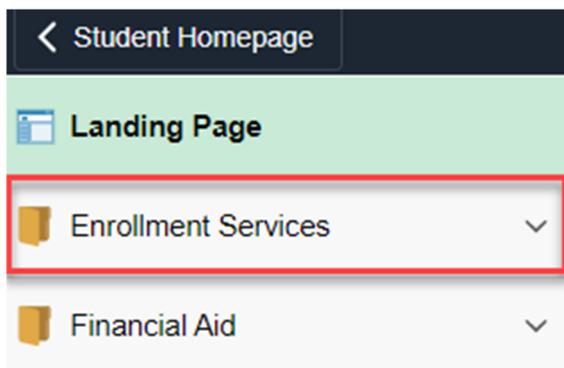
1. Log into Campus Connection:

www.ndscs.edu/campusconnection

2. Click on the NDSCS eForms tile



3. Click on Enrollment Services



4. Click on FERPA Release



5. Select North Dakota State College of Science in the drop down menu

Student Information

Name

Student ID

Email Address

*Academic Institution

6. Select **ALLOW** release from the drop down (this allows us to discuss your education records with the individual(s) you indicated.)

Option

7. Select if you want to release financial, academic, or both types of information

Authorization Information

I hereby authorize my institution to apply the action required above to the following educational records

*Option

Please state the purpose for releasing student records

*Enter Reason

8. Add the persons name and relationship to you.

*Name	*Relationship to Student
<input type="text"/>	<input type="text"/>

9. Add a second person if by clicking on the plus sign

Insert A Row

10. Click on toggle to indicate YES you agree. Then click on submit.

Click YES and Submit

Acknowledgement

1	<input checked="" type="checkbox" value="Yes"/>
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Submit