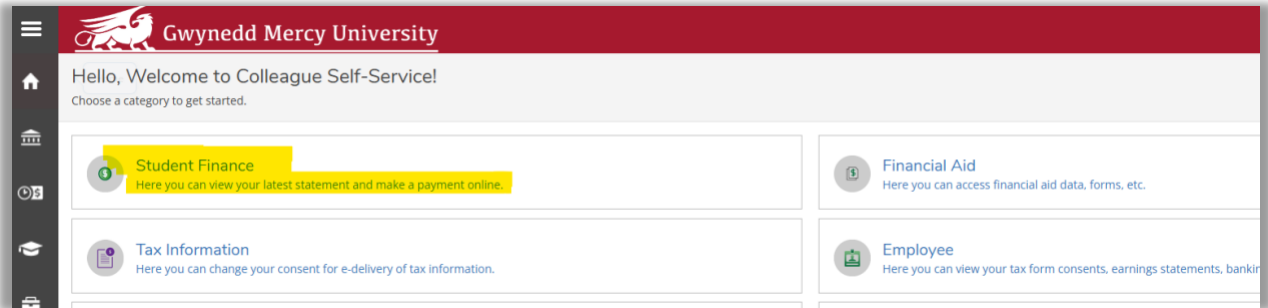


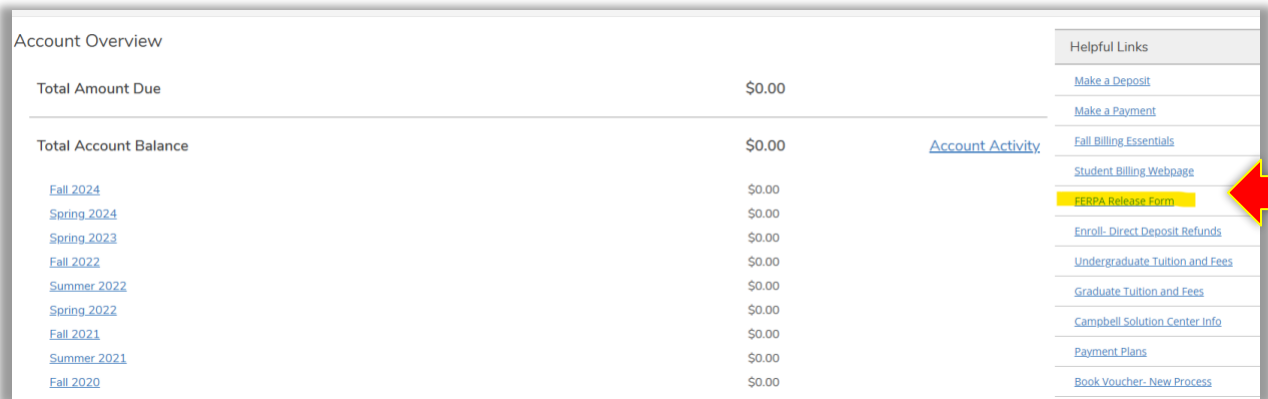
FERPA Release Form:

If you would like anyone other than yourself, the student, to have access to your Student Records, such as academic, billing and/or financial aid information, please follow the steps below to add their information into our system.

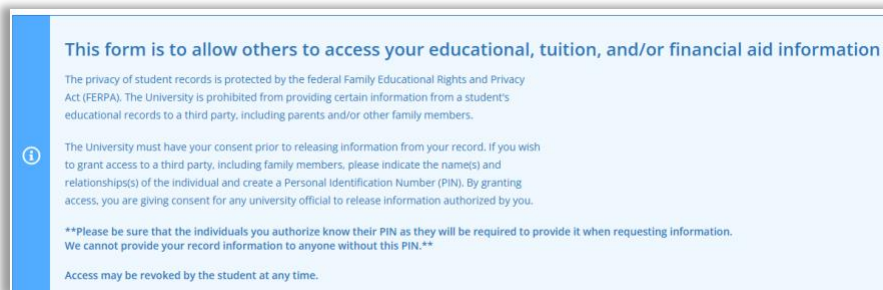
Log into your Self-Service account. Click on the **Student Finance** tile.



On the next page, on the right side of the screen, listed under Helpful Links, click on **“FERPA Release Form”**.

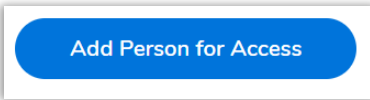


Please read the paragraph details in blue at the top of the page before you proceed.




To Grant Access:

- Click on “Add Person for Access” button at the bottom of the page



- First, enter information into the required fields
 - Required information is the First Name, Last Name, relationship to Student, and Pin
 - Start and End dates are not required
 - If Start Date is left blank, access will begin immediately









First Name *	Last Name *	Relationship to Student *	PIN *	Start Date	End Date
Merv	Griffin	Parent	1234	M/d/yyyy	M/d/yyyy

- Choose the access you would like to grant
 - You can pick and choose access by clicking “Allow Select Access” and clicking on the individual boxes
 - If you hover over the  icon, it will give you more details on the information you can access with that selection
 - If you would like to grant access to all, click “Allow Complete Access”

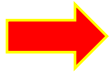
Access *

Allow Complete Access

Allow Select Access

- Academic Performance 
- Advising Notes 
- Attendance 
- Financial Aid 
- Grades Tests Assignments 
- Housing Records 
- Student Billing 
- Tutoring Notes 

- Click the Disclosure Agreement check box
- Hit the Submit button.



Disclosure Agreement

I authorize release of any and all student educational records, finance records, billing records or files pertaining to me, including but not limited to financial aid eligibility and student billing account information for the purpose of general disclosure to the parties listed above.

Cancel Submit

- When completed, you will see a notification in the top right of your Self-Service screen confirming the update



✓

Student Records Release Information has been updated successfully.

×

Note: Please be sure that the individuals you authorize know their PIN as they will be required to provide it when requesting information.

We cannot provide your record information to anyone without this PIN.

To Deny Access:

- Select the *“Please check this box if you do not want GMercyU to release any educational or financial information to any third-parties (i.e. parent, guardian, etc.)”* check box if you would like to deny all access

Student Records Release Information

This form is to allow others to access your educational, tuition, and/or financial aid information

The privacy of student records is protected by the federal Family Educational Rights and Privacy Act (FERPA). The University is prohibited from providing certain information from a student's educational records to a third party, including parents and/or other family members.

The University must have your consent prior to releasing information from your record. If you wish to grant access to a third party, including family members, please indicate the name(s) and relationship(s) of the individual and create a Personal Identification Number (PIN). By granting access, you are giving consent for any university official to release information authorized by you.



****Please be sure that the individuals you authorize know their PIN as they will be required to provide it when requesting information. We cannot provide your record information to anyone without this PIN.****

Access may be revoked by the student at any time.



Please check this box if you do not want GMercyU to release any educational or financial information to any third-parties (i.e. parent, guardian, etc.).

Editing and Revoking Access:

- Access to student records may be edited or revoked at any time. To edit or revoke access, log into Self Service and navigate to the “Student Records Release” page

Name	Information Access	Relationship to Student	PIN	Start Date	End Date	
Merv Griffin	Academic Performance ⓘ Financial Aid ⓘ Student Billing ⓘ	Parent	1234	10/13/2025		 



- Click on the  icon to edit the existing access for that person
- Click on the  icon to delete/end date the access for that person. The end date will populate to today's date

