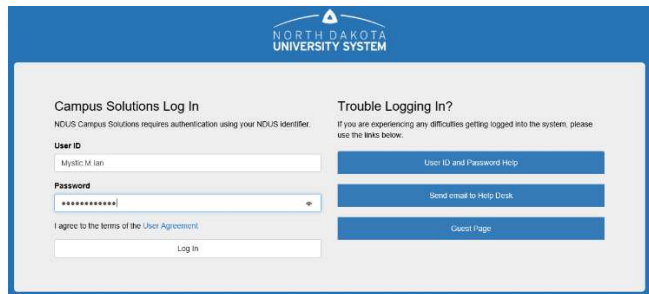


## CampusConnection Helpsheet FERPA Consent to Release

According to the **Family Education Rights and Privacy Act of 1974 (FERPA)**, a student's academic and financial information can only be released to the student. By completing the FERPA form, a student may add or remove authorization for designated individuals or parties to have access to their educational records.

- Access [CampusConnection](#).
- Enter CampusConnection UserID and Password. Click **[Log In]**.



*On your Student Homepage:*

- Click **[BSC eForms]** tile.



*On the left-side menu:*

- Select **[Academic Records]**, then **[FERPA Release]**.

### Student Information

- Name, Student ID and Email address will auto-populate.
- Select Academic Institution: **[Bismarck State College]**



## FERPA Action Request

- Select: **[Allow release of my records to those individuals/parties identified below]**



FERPA Action Request

Please select one of the following actions to be taken

\*Option

## Authorization Information

- Option: **[Academic Records Only]**
- Purpose for releasing records: **[For the use of electronic educational records data exchange as part of the USNCC and BSC agreement.]**

## FERPA Security Code

- Security Code: **[1500]**  
List a 4-digit numerical code, that should not be the last four digits of your SSN or DOB.  
This must be shared with your authorized individual in order to access records.

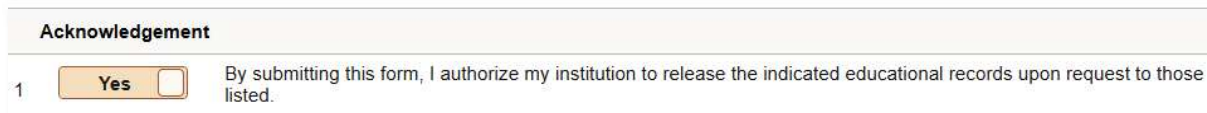
## Authorized Individuals

- Name: **[United States Naval Community College ]**
- Relationship to Student: **[Organization/Agency/Other]**

## FERPA Acknowledgement

Review the terms and conditions. If in agreement, select **[Yes]** and **[Submit]**.

This indicates you authorize BSC to release educational records to Michelle Pfaff.



Acknowledgement

1  Yes  No By submitting this form, I authorize my institution to release the indicated educational records upon request to those listed.

## Notes:

This release shall remain in effect until revoked. If your status changes, you must submit a second request to revoke the release of information.

Once the FERPA release is submitted and added to your record, you will be able to return to the FERPA release form to see the release information. This is found under the FERPA Information currently on file section.

### FERPA information currently on file

Below are current authorized individuals that have been granted release of your educational records.

If no information appears, you currently have no FERPA releasable information on file.

1 row

FERPA Ed Record Type <sup>1</sup> ↓	FERPA Information on File <sup>1</sup> ↓
1 BOTH Academic and Financial Records	Release of BOTH Academic and Financial Records to Merlin the Mystic (Parent). Pin Code 3151 (2025-01-13-08:51:45.000000) Form ID is 523003.