

Submitting a FERPA Release Advisor Initiated

Advisors may submit a FERPA Release form on behalf of a student who may not be able to submit it on their own. Students can rescind their consent at any time, which will prevent the release of that information from that point going forward.

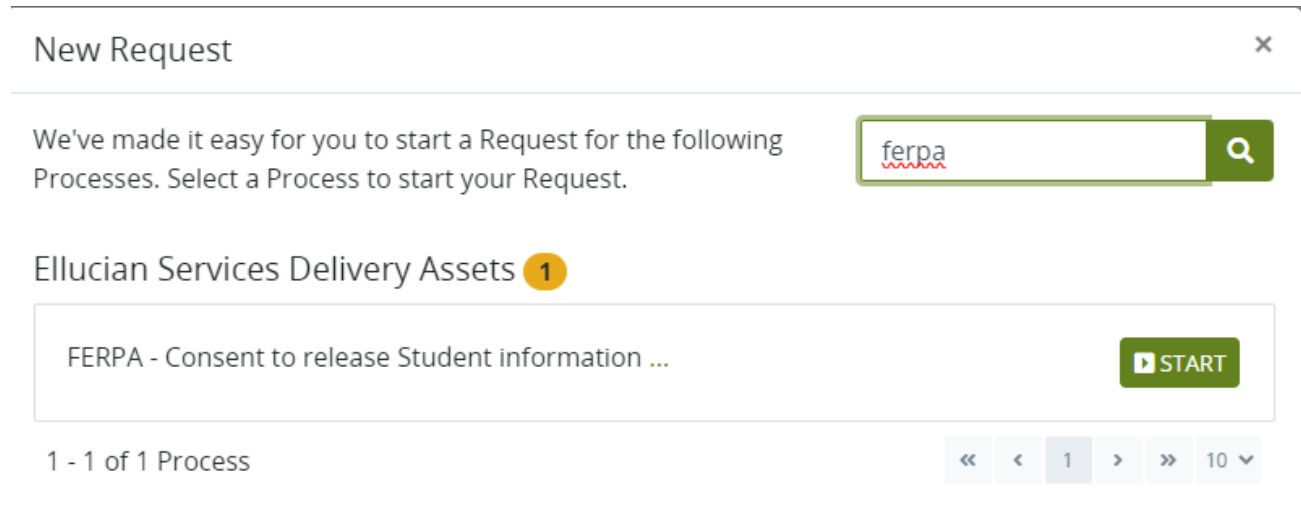
1. Sign in with your Mason credentials

<http://go.gmu.edu/ewf2>

2. Click +Request in the top right

+ REQUEST

3. Search for the form



New Request ×

We've made it easy for you to start a Request for the following Processes. Select a Process to start your Request.

ferpa 🔍

Ellucian Services Delivery Assets 1

FERPA - Consent to release Student information ... ▶ START

1 - 1 of 1 Process « < 1 > » 10 ▾

4. Enter the Student's G#

* G Number

G12345678

START

5. Select type of request(s)

* Choose one:

- Add a new release
- Remove an existing release
- Both

Field is required

CONTINUE

6. Add a New Release

Select which type of FERPA Release the student would like to add, then enter the person's information.

The type of FERPA Release selected will apply to the person/people designated below.

If the student would like to designate different people for separate types, submit a new FERPA form for each separate type and person.

Education Records to be Released:

- Academic (e.g., grades/GPA, registration, academic progress/status, enrollment information, demographics)
- Academic Advising (e.g., conversations with departmental faculty, staff and advising sessions)
- Admission (e.g., records maintained by the Office of Admissions)
- Financial Aid (e.g., awards, disbursements, applications, eligibility)
- Student Accounts (e.g., billing statements, charges, credits, payments, holds, past due amounts, collections)

Selection required.

Third Party Designee(s)

List the individuals below that you authorize to have access to the educational records you have specified. Students must designate a non-sequential 4 digit passcode (i.e., not 1234) for each third party. The third party will need to provide the passcode in order to receive information over the phone.

* Name	* Relationship	* Email	* 4 Digit Passcode	* Purpose of Release
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select..."/>
Field is required	Field is required	Field is required	Field is required	Field is required



SUBMIT

7. Remove an Existing Release

The Remove option will not be available if the student does not have any "Current FERPA Releases" listed.

Select which previous FERPA Releases the student would like to remove.

8. Both

The Both option will not be available if the student does not have any "Current FERPA Releases" listed.

This will take you to the Add screen, then to the Remove screen.

9. Confirmation Message

After submitting the form, you will be taken back to the main Ellucian Workflow 2.0 dashboard and the below message will be seen at the top of your screen. It disappears after 3 seconds.

Task Completed Successfully



10. Confirmation Email

The student will receive an email with the details of the request in their Mason email once the process has been saved to their student record.

For assistance or issues with Ellucian Workflow forms, please contact regwf@gmu.edu.