

Go to sandhills.edu→MySCC →eForms (midpage) →Go to eForms- Sign in with your SCC username and password.

Forms → Student Affairs → Family Education Rights and Privacy Act (FERPA)

Section I:

- Enter your Date of Birth: (Month, Day, Year)
- Choose the Effective Year from the drop-down list. Our year is an academic year. For example, the 2020-2021 academic year is Fall 2020, Spring 2021 and Summer 2021.
- Purpose of Disclosure: Check any of four options. If “Other” is checked, please specify.

Section II:

- Check specific records that you are requesting the college to share, or check “All Records”. If “Other” is checked, please specify. This form is not used for information regarding disability services. Please contact Shalishah Russell at russells@sandhills.edu for more information on ADA services.

Section III:

- Complete information requested for person(s) you are authorizing information to be released to, as indicated. ***Must have last four digits of their social security number and date of birth.***
- If you are requesting Academic Information (Grades): The third party listed in Section III will need to contact ferpa@sandhills.edu to obtain academic information. Do not contact professor/instructor directly.
- Click the Submit button on the bar at the bottom.

For any FERPA related questions, email ferpa@sandhills.edu.