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.