

FERPA Student Information Release

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Completing this form grants Lander University permission to discuss selected information about a student's educational records with the parents or other designated persons. You may complete the form by following the steps below.

Logging into MyLander

1. Point your browser to <http://mylander.lander.edu> or click on the MyLander link on the Lander home page.
2. Enter your Lander username (e-mail prefix) and password.



Login with your Lander account

Sign in

Azure Multi-Factor Authentication

Student Highlights



View Grades

FERPA Student Info Release

Attendance Tracking

VA Enrollment Certification Request

View EYE Credits

FERPA Student Info Release

On the MyLander homepage, locate the Student Highlights card. Scroll down in the card and select FERPA Student Info Release.

FERPA Student Information Release Form

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the

Name of Student: [REDACTED]

Student ID Number: [REDACTED]

I, [REDACTED], give Lander University employees permission to disclose/discuss any and all information associ

Enter Name: [REDACTED]

Select Relationship: [REDACTED]

Your PIN must be 4-10 characters. The people you add must know this number to access your records. If you and/or the people a

Create PIN: [REDACTED]

Filling Out the Form

After navigating to the FERPA Student Information Release Form, enter the information for the parent, guardian, or other individual you would like to authorize to access your educational records. You will need to enter the individual's name, select their relationship to you, and create a PIN. Each authorized individual must know the PIN you create for them, as it will be used to verify their identity in-person or over the phone.

PLEASE NOTE: You may only use first and last names, not partial names or nicknames. You may only enter one individual per form, as each name is used to verify that person's identity before your information can be discussed. If you would like to authorize multiple individuals, you must submit a separate form for each person.

Selecting Permissions

You will then check the boxes of the record types you would like to grant authorization to. Each section lists a brief description of what that option includes. Lander University can only discuss information pertaining to the categories you select.

☐ Academic Information
Grants Lander University emp
☐ LUPD
Grants Lander University emp
☐ Financial Aid/Billing Information

I understand further that (1) I have the right not to consent to the release of my education records and that my decision shall not affect disclosures previously made by Lander University prior to the receipt of any such notification. By typing below I release Lander University and its employees from any responsibility directly or indirectly resulting from the release of my education records. Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button.

**Sign Electronically**

Submitting the Form

After selecting the permissions, you would like to grant, you will need to sign the form electronically. Once the form is submitted, Lander University may discuss the information you authorized with the designated individual, either over the phone or in person, after verifying their identity using their name and PIN.

Remove	Authorized Individual	FERPA Release Type
☐	TEST	Financial Aid/Billing Information Release

Revoking Access

You can view all authorized individuals and the FERPA release type(s) given to them at the bottom of the form. This consent will remain in effect until revoked. To revoke consent, select Remove on the far left of whichever release you would like to remove and select Save at the bottom of the page.