

# Consent to Release Educational Records

## FERPA eForm Instructions

You always have access to your own records. The FERPA eForm lets you decide who else can access your educational records on your behalf. Use these instructions to add your Authorized Person(s).

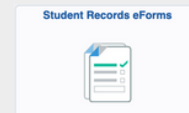
### 1 Log In to MySouthwest & Launch SIS

- Log into MySouthwest:  
<https://sw.my.vccs.edu>
- Launch SIS (Student Information System).



### 2 Navigate to the FERPA eForm

- Click the "Student Records eForms" block.
- Click "Add a FERPA eForm" from the menu.



Add a FERPA eForm

### 3 Select an Academic Institution

- Verify your Student Information
- Choose "Southwest VA Community College" from the Academic Institution drop down box.

#### Student Information

Empl ID

Date of Birth

\*Academic Institution

### 4 Add Your Authorized Person(s)

- Read *all* instructions on the page to add your Authorized Person(s).

*Authorized Person's First Name	*Authorized Person's Last Name	*Passcode	Academic Records	Financial Aid	Student Accounts	
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	+ -

The Southwest Admissions & Records Office is here to help if you have questions or encounter any issues completing the FERPA eForm.

admissions@sw.edu or 276-964-7238