



HOW TO COMPLETE A FERPA RELEASE ON GULLNET

- 1) Log into GullNet at <http://www.salisbury.edu/gullnet/>
- 2) Look for “FERPA Release” under the main menu
- 3) Click the “Add a New FERPA Release” box
- 4) Complete form:
 - ⇒ Section I: select all applicable boxes (“Other” for information maintained by the Office of Institutional Equity)
 - ⇒ Section II: provide name of all persons who you consent to having your records disclosed to and their relationship to you.
 - ⇒ Section III: explain the purpose of disclosing information (i.e., “inform parents regarding OIE inquiry”)
 - ⇒ Section IV: designate the date on which the consent will become inactive.
- 5) Submit form

Please note:

If you would like the Office of Institutional Equity to disclose information regarding an inquiry to third parties, make sure to:

- Check the “Other” box and specify “Office of Institutional Equity Records” in field
- List each person who you would like this information to be disclosed to (i.e., list both parents separately if you consent to information being shared with either of them)
- Be specific about the purpose of disclosing information: what information do you want to share (all records kept by OIE, records related to a particular inquiry, single piece of information contained in your records, etc.)? why do you want this information to be disclosed (inform parents and/or other family members, etc.)?
- Keep in mind that your consent will expire on the date designated by you. After that, we will not disclose information until a new form is completed.
- Once you have completed the form, please notify our office.

Questions may be directed to:

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