

ELMIRA COLLEGE

OFFICE OF CAMPUS LIFE

August 28, 2023

Good afternoon, Students:

Now is a good time to submit your Family Educational Rights and Privacy Act or **FERPA permission** forms, if you have not already done so. If you are not the person who is paying your bill, at a minimum, the person financially responsible should be granted access to your student bill.

Please go to [MyEC.elmira.edu](https://myec.elmira.edu) and log on to the portal using your EC student ID and password. After logging on, click on FERPA, then Student, and then follow the instructions from there.

Please do not enter your own personal information (DOB, email, phone) - this is strictly to provide permission to parent(s) or guardian(s) to access your selected student records, so you will need to provide their personal information.

In order to avoid doing this every academic year, when the prompts ask you to select an end date, please use 6/30/XXXX (XXXX being the year that you anticipate graduating). It's fine if you don't change this; however, permissions expire every June, and anyone whom you provided access to will be locked out until a new form is submitted.

Please be sure to take a moment to get this set-up this week. For more information, please review the [FERPA Policy](#) on the Elmira College website.

Thank you for your cooperation.

Sincerely,
Liz

Dr. Elizabeth A. Lambert
She, Her, Hers / I am First Generation
Vice President of Campus Life
Dean of Students
(607) 735-1822