

# ELMIRA COLLEGE

OFFICE OF CAMPUS LIFE

September 2, 2025

Good afternoon, students!

Now is a good time to submit your **Family Educational Rights and Privacy Act (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,  
*Jacqueline*

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