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 ("University Judicial Records" for student conduct/disciplinary records)

⇒ Section II: provide name of all persons who you consent to having your records to you and their relationship to you.

⇒ Section III: explain the purpose of disclosing information.

⇒ Section IV: designate the date on which the consent will become inactive.

5) Submit form

Please note:
If you would like the Student Conduct Office to disclose information regarding a disciplinary matter to third parties, make sure to:

- Check the "University Judicial Records" box
- 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 disciplinary records, records related to a particular incident, 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, admission to a program of study, 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.

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