HOW TO COMPLETE A FERPA RELEASE ON GULLNET

1) Log into GullNet at http://www.salisbury.edu/gullnet/

   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: