

## FERPA Consent

A parent or third party may be given access to student education records only through the consent of the student via the *Set FERPA Permissions* form on the [MyBHCLR Portal](#).

### Students: How to Grant Consent

1. Log in to the [MyBHCLR Portal](#).
2. Click the blue **Student** tab on the top of the page.
3. In the right column under ***Set FERPA Permissions***, click **Submit New Form**.
4. Read the introduction and instructions, then click **Next Page** on each.
5. When you get to the **FERPA Release Form** page, enter the information for the individual to whom you would like to give access to your education record.
6. After you complete the 2-page form, click **Submit Permissions Form**.
7. A confirmation message will let you know whether the save was successful.

If you have any questions, please contact the Registrar at [registrar@bhclr.edu](mailto:registrar@bhclr.edu).