In compliance with FERPA, Gustavus will not disclose information from student education records without permission from the student.

**FERPA (Family Educational Rights and Privacy Act)**

The same laws that give parents access to their child’s education records during elementary and high school transfer ownership of the records to the student at the college level. According to FERPA (Family Educational Rights and Privacy Act, also known as the Buckley Amendment), college students are considered responsible adults and have some control over the disclosure of information from their education records.

A student may grant access to a parent (or other significant person) to view selected information via WebAdvisor. Granting access to records is solely at the discretion of the student.

**For Parents: How to access your student’s records**

Once your student has granted you access and provided you with a username and password (if they have not, you must contact them):

1. Go to WebAdvisor for Parents at: [http://gustavus.edu/go/webadvisor/parents](http://gustavus.edu/go/webadvisor/parents)
2. Click on the Log In link.
3. Log in with the username and password your student created for you.  
   (Gustavus employees: use your employee WebAdvisor login)

   If you have more than one student attending Gustavus, you will use the same login for all.
4. The password may state that it is expired and force you to create a new one of your own (your student may have already done this for you).
5. If you have forgotten your username or password, contact your student.
6. Once logged in, select the option: View my student’s information
7. Listed will be the student(s) who have granted you access to selected information. If the student you wish to view is not listed, you will need to contact them to request access.
8. Select the student to view.
9. A list of the options that this student has granted you access to will display. Select the option you wish to view.
10. If you have any problems or questions, contact your student for assistance.