



## Parent/Guardian Parent Permission Directions

**Parents/guardians:** You should receive two emails after your student submits the “Information Release” (FERPA), Step #3. Please check your personal email (junk/spam included) for two emails from Technology Services that contain your username and password.

**Parents/Guardians: To give your student permission to take dual credit courses, you must make sure your student has registered for the course/s FIRST. You cannot give permission BEFORE your student registers.**

1. **GO TO:** my.drury.edu
2. **LOGIN:** Use the parent/guardian username and password provided to you in the emails from Technology Services.
3. The Login tab is in the top right corner next to the search icon.
4. **CLICK:** “My Student” in red bar at top of page.
5. **CLICK:** “Dual Credit Parent Permission Form” on left-hand side of page.
6. **Approval Year:** Choose Current Academic Year (2021-2022)
7. **Approval Term:** Choose Current Term (semester fall, spring, or summer)
8. **Please Select Student:** Your student’s name should be in the drop-down field.
9. **Approval Box:** Parent/guardian types their name.
10. **Click:** “SUBMIT”

**Parents/Guardians: If you do not receive your username and password from Drury’s IT team 3-5 days after your student fills out the “Information Release” (FERPA), Step #3, please send an email to: [helpdeskticket@drury.edu](mailto:helpdeskticket@drury.edu)**

Provide the following information:

1. Your full name
2. Your student’s full name, student’s DOB, include the high school they attend, and that they’re a Dual Credit student.
3. Let them know you have not received your login credentials to grant your student permission to take a Drury Dual Credit course.

**If the student does not complete the “Information Release” (FERPA), Step #3, Drury University cannot legally communicate with the parent/guardian about their student’s academic, financial, or personal standing with the university. It is imperative that the student fills out the “Information Release” (FERPA) immediately after Step #2 in the Application and Registration directions.**