

Step Two - Greenville Tech Early College (FERPA Form)

1. Click this link : <https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/5fc394a4-ce1b-477c-bcd9-068fde1ca451>
2. Create a new account (REMEMBER this username and password, we will use it every semester)
 - a. Use your school email
 - b. Make sure all information is correct
3. Once completed, login to your email
4. You should have an email to activate your account
 - a. Click link
 - b. Sign in
5. You will need to complete the FERPA form
 - a. Complete Parent name and email
 - b. You will fill out your information
 - c. My information:
 - i. Whitney Looper
 - ii. Greer Middle College Charter High School
 - iii. 138 W McElhaney Rd Taylors SC 29687
6. Sign Electronically
7. Submit form
8. After you submit the form, your parents will receive an email to complete their portion of the form.
9. Please let Ms. Looper know if you have any questions and please let her know once this form is completed.
10. More information on registering for classes will come at a later date.