



Parent/Guardian Parent Permission Directions

Parents/guardians: You should receive two emails **after** your student submits a **FERPA FORM (Information Release)**. 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. You cannot give permission BEFORE your student registers.

- **GO TO:** my.drury.edu
- **LOGIN:** Use the username and password provided to you in the emails from Technology Services
 - The Login tab is in the top right corner next to the search icon
- **CLICK:** “My Student” in red bar at top of page
- **CLICK:** “Dual Credit Parent Permission Form” on left-hand side of page
- **Approval Year:** Choose Current Academic Year
- **Approval Term:** Choose Current Term
- **Please Select Student:** your student’s name should be in the drop-down field
- **Approval Box:** Parent/guardian types their name
- **Click:** “SUBMIT”

Parents/Guardians: If you have not received your username and password from Drury’s IT team **3-5 days after your student filling out the FERPA Form**, please send an email to: 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.