

Student Permission for Mother and Father to Access Information from the Student Record--Admissions and Records Office, Main Hall108

Note: This form is not applicable for granting permission to step-parents, grandparents, guardians or spouses.

At the post-secondary level, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) and university policy, parents have no inherent rights to inspect your education records. However, education records can be released to your parents, or guardians, with your written consent, or by submission of evidence that the parents declare you as a dependent on their most recent Federal Income Tax return (according to the Internal Revenue Code of 1986, Section 152). Note that this does not give parents access to law enforcement or medical records.

Parents, or guardians, who request information from your student records must complete an access form and mail, fax, or bring in copies of the first two pages of the income tax record. In an effort to streamline this process the Office of the Registrar is giving you the opportunity to give written consent to allow your mother and father (as designated on the university's Student Information System) access to your education records. This can include but is not limited to discussions with campus personnel regarding course work in progress, grades, financial aid information, tuition and fee status, and copies of other information from your educational record.

By signing this form, you agree that university personnel may provide any information from your education record, beyond that considered "directory information*", to your mother and father. A notation of this approval will be entered on the Student Information System. It will remain on your record and allow us to release information to your mother and father (not step-parents, grandparents or guardians), even when you are no longer listed as a dependent upon your parent's income tax return, or you have graduated or left the University, unless you revoke this permission.

*Unless you have designated privacy designation on your student record, the university can release the following directory information to all inquirers: name, mailing and permanent addresses, local telephone number, campus e-mail address, dates of attendance, registration status, class, previous educational institutions attended, major field of study, awards, honors, degree(s) conferred, past and present participation in officially recognized sports and activities, physical factors, (height, weight) of athletes, names of student tutors and teaching/research assistants and date and place of birth.

Student Number

date

Last Name

First Name

Middle Initial

Student Signature

Mother's Name (please print)

Father's Name (please print)

If you decide to revoke this permission, sign and date below.

Student Signature

date

By signing to revoke this form, you indicate that you no longer give written consent to your mother and father to access your education record. Your parents may, however, continue to access your education records if you are still a dependent and they declare you as a dependent on their most recent federal income tax form (according to Internal Revenue Code of 1986, Section 152.)

Students: IN ORDER TO ACTIVATE YOU MUST RETURN THIS FORM ALONG WITH A COPY OF YOUR PHOTO ID TO THE ADMISSIONS AND RECORDS OFFICE –MH 108