

PARENT FERPA CONSENT TO RELEASE STUDENT INFORMATION

The Family Education Rights and Privacy Act of 1974 (FERPA) states that a student must authorize in writing the release of his/her educational records. FERPA provides that a university may disclose such records to parents or legal guardians as long as the student is a dependent as defined by the Internal Revenue Service (IRS). However, Virginia passed House Bill 1058 which requires release of a student's educational record if the parent requesting the record claims the student as a dependent. **(Note: this consent does not cover medical records held solely by Student Health Services or University Counseling Services-contact those offices for consent forms.)**

Parent/Legal Guardian Declaration:

I certify that I am the parent/legal guardian of the listed student in accordance with the IRS dependency requirements. I understand that this form entitles me to receive a copy of my dependent student's educational records since I have provided evidence of his/her dependency status. I further understand that this release shall remain in effect for the remainder of the most recent tax year, and must be renewed annually.

I have provided the following documentation with this request:

- A copy of the most recent year's tax return listing the student as a dependent.
- A copy of a valid government issued identification card or passport.

Please provide information from the education records of:

Student's name – print

Student ID number

Parent name(s)

Password/code (select an identifier to provide when requesting a dependent's record)

Signature

Date

Send form to appropriate office.

Virginia Commonwealth University
 Office of Financial Aid • P.O. Box 843026 • Richmond, VA 23284
 Office of Records and Registration • P.O. Box 842520 • Richmond, VA 23284
 Student Accounting Department • P.O. Box 843036 • Richmond, VA 23284

