



Family Educational Rights and Privacy Act (FERPA) Release Form

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records, both financial and academic. For the student's protection, FERPA limits release of student record information without the student's explicit written consent; however it also gives the student's parent(s)/guardian(s) the right to review those records if the parent(s)/guardian(s) claim the student as a dependent on their Federal Income Tax Return.

Parent/Guardian Verification of Student Dependent Status

This form must be completed and returned with a **signed copy** of your most recent Federal Income Tax Return to certify that the student is your dependent according to Section 152 of the Internal Revenue Code. This verification is only valid for the current academic year through the spring semester. **Since IRS dependency can change annually, you must submit copies of your Federal Income Tax Return each year along with this form to continue to access your student's records.**

This release is to gain access to my son/daughter's financial and/or all academic and advising records in the following offices: Bursar's Office, Office of the University Registrar, College/Regional Campus Office, Student Financial Aid Office, and the One Stop for Student Services

I certify that I am the parent(s)/guardian(s) of _____ with Kent State ID number _____ and that he/she is dependent according to Section 152 of the Internal Revenue Code.

Parent/Guardian Signature

Parent/Guardian Signature

Parent/Guardian Name

Parent/Guardian Name

Date

Date

Parent /Guardian Home Address:

Parent /Guardian Phone Number:

Parent /Guardian Email Address:

Note to Parents/Guardian:

If your child is not dependent as defined by IRS standards, Kent State University will only be able to release information about his/her financial and academic records if he/she completes the **Student Disclosure and Release of Information** form. In the case of divorce or separation where only one parent claims the child as a dependent, Kent State University grants equal access to financial and academic records to the other parent if the information is completed on this form. Exceptions to this rule include a court order or legally binding document stating otherwise.

Administrative Use Only:

Academic Year _____

Processed by: _____ Date: _____