Family Educational Rights and Privacy Act (FERPA) Release Form Instructions

The Family Educational Rights and Privacy Act (FERPA).

FERPA is a Federal law that protects the privacy of student education records, both financial and academic. If the student is 18 years or older or is attending a postsecondary educational institution, the privacy rights are the students’ such that any release of student record information must be done with the student’s explicit written consent except in limited circumstances. One of those circumstances is when the student’s parent(s)/guardian(s) claims the student as a dependent on their Federal Income Tax Return. Florida Statute Section 1006.52 follows FERPA regarding this.

Instructions

Students complete **Part A** of the accompanying form.
Under this part, the student is authorizing their parent, legal guardian, or other third party, full access to the student’s financial or educational records.

—or—

Parent(s)/Guardian(s) complete **Part B** of the accompanying form.
In lieu of a dependent student’s signed release, the parent or legal guardian must complete this section and provide 1) a copy of the most recent year’s Federal Income Tax Return to certify that the student is a dependent in accordance with Section 152 of the Internal Revenue Code, and 2) photo identification that positively identifies the person submitting the form. This part may not be completed by non-parent/legal guardians without the signed permission (Part A) of the student.

If your child is not a dependent as defined by IRS standards, we will only be able to release information about his/her financial and academic records if he/she completes **Part A** of this form. In the case of parental divorce or separation where only one parent claims the child as a dependent, Florida International University grants equal access to financial and academic records to the other parent if the information is completed in **Part B**. Exceptions to this rule include a court order that is a legally binding document stating otherwise.

Valid Photo Identification
In both cases above, the student, and/or parent/guardian must present a valid photo identification to substantiate their true identity.

Return the completed form and related documentation to one of following offices:

**OneStop Enrollment Center**
MMC SASC Building 1st Floor
Fax: 305-348-2941

—or—

OneStop Enrollment Center
Biscayne Bay Campus Academic One, Room 100
Fax: 305-919-5403
Students complete Part A –or- Parent(s)/Guardian(s) complete Part B. Return the completed form per attached instructions.

<table>
<thead>
<tr>
<th>Student Name - Please Print</th>
<th>Student ID Number (Required)</th>
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**Part A – To be Completed by the Student**
If you want to authorize FIU to disclose information to a person(s) other than yourself, please complete Part A, sign, and return this form to one of the Florida International University office listed above.

**Student Disclosure and Release of Information**
I understand that any and all personally identifiable information concerning my financial and academic records is protected under FERPA. I further understand that I may waive that protection and give accesses of my records to individuals of my choice. This release allow(s) the individual(s) named below to access information only from records maintained by the Office of the Bursar, the Office of the Registrar, and the Office of Student Financial Aid.

I agree to waive my rights under FERPA and allow the person(s) named below to receive access to my financial and academic records.

**Name (First, Middle Initial, & Last Name) Please Print**

**Relationship to Student**

I acknowledge this release is valid as long as I am a student at Florida International University. By signing this release, I authorize Florida International University to release any and all of my financial and academic information to the person(s) listed above. I understand that I can revoke this release at any time by notifying Florida International University in writing.

**Valid Photo ID**

**Student Signature (Required) Date Staff Validation (Signature)**

**Part B - If your dependent student has not listed you in Part A, Parent(s)/Guardian(s) may complete this section.**

In lieu of your dependent student’s signed release, complete this section and attach 1) a signed copy of your most recent year’s Federal Income Tax Return to certify that the student is your dependent in accordance with Section 152 of the Internal Revenue Code, and 2) a government issued photo identification. Part B is valid for only the current academic year through the end of the summer sessions. Since IRS dependency can change annually, you must submit copies of your most recent Federal Income Tax Return each year along with this form to continue access to your dependent student’s records. In order to gain access to my son/daughter’s financial and/or academic records, I certify that I am the parent/guardian of (please print student’s name) ___________________________________ with Student ID Number __________________ and that he/she is my dependent in accordance with Section 152 of the Internal Revenue Code.

**Parent/Guardian Signature**

**Parent/Guardian Home Address:**

**Parent/Guardian Name-Please Print**

**Date:** __________________

**Valid Photo ID/ Staff Validation (Signature)**

**Note to parents/guardians:** if your child is not a dependent as defined by IRS standards, the University will only be able to release information about his/her financial and academic records if he/she completes Part A of this form. In the case of parental divorce or separation where only one parent claims the child as a dependent, Florida International University grants equal access to financial and academic records to the other parent if the information is completed in Part B. Exceptions to this rule include a court order that is a legally binding document stating otherwise.

Processing by Records: __________ Date: __________

Positive Service Indicator __________

Revised on 10/13/2011