



FERPA gives certain rights to parents regarding their children's educational records; however, rights transfer to the student upon reaching 18 years of age OR student is attending any school beyond the secondary level.

When may a parent access a student's educational records?

- Law allows parental access if student is claimed as a dependent for Federal income tax purposes. (Per Federal income tax guidelines, dependent is defined as under the age of 24 years old).
- Access is granted to both the parent who claims the student as well as the parent who is not claiming the student.
- Parent must complete Parental Request for Academic Information (available in Admissions & Records office or online) each time information is requested. Complete the Parental Affidavit for Academic Information Form.
- Request is submitted to the Financial Aid Office. A parent is also required to provide the most recent Federal Income Tax Return filed with the IRS – which shows dependency status of student. The Director of Financial Aid will verify the Tax Return and note the status on the Affidavit.
- The college will send a letter of notification to the student of the parent's request of academic information. The parent will be contacted regarding availability of student's records. Copies will be made of any record so requested.

How can a parent access student information if the student is not being claimed by either parent for Federal Income tax purposes?

- A parent can have access only if the student is willing to release information.
- Student must complete Student Consent for Release of Records (available in the Financial Aid Office) each time information is to be released. Complete the Student Consent for Release of Records Form.
- Request is submitted to the Director of Financial Aid for processing.