THE COLLEGE OF
WOOSTER

Family Education Rights & Privacy Act (FERPA) Release

Student name (please print): _____

Instructions: Please read the definition of the Family Education Rights & Privacy Act (FERPA). **Students complete Part A OR Parents complete Part B.** Return the completed form to a staff member.

Definition: The Family Educational Rights & 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 the right to review those records if the parent(s)/guardian claim the student as a dependent on their federal income tax return.

Part A (to be completed by the student)
If you want to authorize The College of Wooster to share information with the person(s) named below, please complete, sign, and return this form to the Dean of Students Office.

Student Disclosure and Release of Information

I understand that any and all personally identifiable information concerning my financial and academic records are protected under FERPA. I further understand that I may waive that protection and give access of my records to individuals of my choice. This release allows the below-named individuals to access information from my education records.

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

Name (please print)	Relationship to Student
_____	_____
_____	_____
_____	_____

I acknowledge that this release is valid until I have completed my current degree program at The College of Wooster. By signing this release, I authorize The College of Wooster to release any and all my financial and academic information to the person(s) listed above. I understand that I can **revoke** this release at any time by notifying **in writing** the Dean of Students Office, Galpin Hall, The College of Wooster, Wooster, OH 44691.

_____	_____	_____
Student Signature	Class Year	Date

- over -

Part B (to be completed by the parent(s)/guardian)
In lieu of a student's signed release, complete Part B of this form and **attach** a copy of your most recent tax return to certify that s/he is your dependent according to Section 152 of the Internal Revenue Code. Part B is valid for only the current year. Since IRS dependency can change annually, you must submit copies of your tax forms each year along with this form to continue access to your student's records. Please submit this completed form to the Dean of Students Office, Galpin Hall, The College of Wooster, Wooster, OH 44691.

In order to gain access to my son/daughter's financial and/or academic records, I certify that I

am the parent/guardian of _____ of Class Year _____ and
(please print name)

that s/he is dependent according to Section 152 of the Internal Revenue Code.

_____ _____
Parent/Guardian Signature Please Print Name

_____ Parent Address: _____
Date

_____

Email: _____

Note to Parent(s)/Guardian: 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 s/he completes **Part A** of this form. In the case of divorce or separation where only one parent claims the child as a dependent, The College of Wooster 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 or legally binding document stating otherwise.