Parent Declaration of Student Dependency

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits Utah State University from releasing certain personally identifiable information from a student's record to a third party (e.g. parent, spouse, etc.) without the student's explicit written consent. There are two circumstances, however, under which Utah State University may disclose personally identifiable information to parents/guardians of students: (1) by obtaining the student's written consent on a *Permission to Release Student Information* form, or (2) by completing this form and verifying that the parent claimed the student on the most recent tax return.

DO NOT SIGN this form until you are in the presence of an appropriate USU staff member or Notary Public. Appropriate USU staff members are in the following offices: Registrar's Office, Financial Aid Office, or the Office of Retention and First-Year Experience.

STUDENT NAME:____ **Student ID (A#)**_________________________

I certify that the student listed above is currently dependent on me and has been claimed by me (as a parent or guardian) for a federal tax exemption for the ___________ tax year (most recent tax year).

Upon approval of this form, the Office of the Registrar at Utah State University (or other university officials, such as an academic advisor) may disclose personally identifiable information concerning the student's educational record to the individual(s) listed below. These individuals also become eligible to act in the student's behalf. Releasable information includes, but is not limited to, the following: eligibility to register, coursework completed in prior terms, transcript and grades, academic standing, credit hours, class schedule, balance due, and financial aid information. Persons listed below also will be able to change student password information and initiate enrollment for future terms.

I understand that the individuals listed below who request information in person are REQUIRED to provide picture ID. By indicating an email address below, the Registrar's Office, an academic advisor, or other university officials may correspond via email.

Utah State University may release student information to the following parent/guardian(s):

Name:	Relationship:	Date of Birth: Month / Day / Year
Email Address:		Phone Number: ( ) -

Name:	Relationship:	Date of Birth: Month / Day / Year
Email Address:		Phone Number: ( ) -

I understand that my permission to access my student's educational record EXPIRES ON APRIL 16 in the second year following the tax form year (e.g., 2008 tax form grants permission through April 15, 2010). A new Parent Declaration must be completed for each subsequent year.

Parent/Guardian Signature: ____ **Date:** ___________________________

Witnessed by Registrar's Office, Financial Aid, or Retention Office official:

Witness Signature: _______________________________ Date: ___________________ Office (circle one): RO FA RFY

Processed by: _____________________________ Date: ___________________ (Registrar's Office)

NOTARY PUBLIC INFORMATION: If you are NOT completing this form in the presence of a Utah State University Official as constituted above, this form must be notarized. This ORIGINAL notarized form must be submitted to the Registrar's Office in order to be valid.

Notary Public: _____________________________

State of: _________________________

My Commission Expires: ______________________

County of: _________________________

Today's Date: ______________________

Seal

This form may be mailed to:

Utah State University · Office of the Registrar · 1600 Old Main Hill · Logan, UT 84322-1600

06/2009