

# Student Services Manual (SSM)

## SSM 203–08: Affidavit of Dependency for Release of Records

Effective: 7/12/1988

Revised: 11/1/2006

### Purpose

To allow a parent or guardian to request access to a student's academic records

### Sources

*Family Educational Rights and Privacy Act of 1974* (also referred to as the Buckley Amendment or FERPA), 20 *United States Code* §1232g (1982)

University Registrar Services

### Policy

A parent or guardian may request access to a dependent student's academic records by filing an Affidavit of Dependency and a copy of the parent's or guardian's most recent signed IRS 1040 form with the University Registrar Services. Access is subject to the approval of the appropriate office.

### Procedure

Responsibility	Action
Parent or guardian	1. Request access.
University Registrar Services	2. Supply the instructions required and an Affidavit of Dependency.
Parent or guardian	3. Take affidavit to be notarized. 4. Return the notarized affidavit with a copy of the parent or guardian's most recent signed IRS 1040 form to University Registrar Services.
University Registrar Services	5. Determine that the affidavit and documents are correct and complete. Release requested records if appropriate. 6. File the affidavit for reference for two years and cross-reference it on the Student Information System.
Parent or guardian	7. Renew affidavit every tax year.

### Cross-Reference

See also [SSM 107–01](#), "Release of Student Information."