



FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA) RELEASE

The Family Education Rights and 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(s) the right to review those records if the parent(s)/guardian(s) claim the student as a dependent on their Federal Income Tax Return.

Instructions: STUDENTS COMPLETE PART A OR PARENT(S)/GUARDIAN(S) COMPLETE PART B. Return the completed form to one of the following offices located in the Campus Avenue Building at 301 S. Campus Ave. Oxford, OH 45056: The Office of the Registrar, Room 102; or the Student Accounts Office, Room 103; or the Office of Student Financial Assistance, Room 121.

PART A - TO BE COMPLETED BY THE STUDENT

If you want to authorize Miami University to give out information to the below named person(s), please complete Part A, sign, and return this form to one of the Miami University offices listed above in the instructions.

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 access of my records to individuals of my choice. This release allows the below named individuals to access information only from records maintained by the **Office of the Bursar**, the **Office of the Registrar**, and the **Office of Student Financial Assistance**.

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

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

RELATIONSHIP TO STUDENT

I acknowledge that this release is valid until I have completed my current degree program at Miami University. By signing this release, I authorize Miami University to release any and all financial and academic information to the person(s) listed above. I understand that I can revoke this release at any time by notifying Miami University in writing.

Student Signature

Student ID #

Date

Student Name - Please Print

OR

PART B - TO BE COMPLETED BY THE PARENT(S)/GUARDIAN(S)

05-06

In lieu of a student's signed release, complete Part B of this form and **attach** a copy of your parent(s)/guardian(s) **2004** Federal Income Tax Return to certify that he/she is your dependent according to Section 152 of the Internal Revenue Code. Part B is valid for only the current academic year. Since IRS dependency can change annually, you must submit copies of your Federal Income Tax Return each year along with this form to continue access to your 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(s)/guardian(s) of

(please print) _____ with Student ID# _____ and that he/she is dependent according to Section 152 of the Internal Revenue Code.

Parent/Guardian Signature

Parent/Guardian Name - Please Print

Date

Parent/Guardian Address:

Note to Parents/Guardians: 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, Miami 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 or legally binding document stating otherwise.