



## Parent Request for Information - FERPA Authorization (Family Educational Rights and Privacy Act)

**This form is to be used when the student is unable or unwilling to submit the Student FERPA Release form.**

**You can submit the form and the required attachments via email to [registration@edmonds.edu](mailto:registration@edmonds.edu), in-person, or via mail to Enrollment Services.**

Under the Family Educational Rights & Privacy Act (FERPA), when a student has attained eighteen years of age, **OR** is attending an institution of higher education, the rights previously accorded to the parents of the student pass only to the student, and educational records cannot be released or discussed without the written consent of the student. An exception is made for students who are considered to be "dependent" as defined by the Internal Revenue Code. Under this definition, a dependent student is someone whose parent provides 51% of their support and who can be claimed on a parent's tax return. Parents of students who are considered to be "dependent" may request that educational records be released without the student's consent. The Department of Education requires educational institutions to obtain a reasonable assurance that the student meets the requirements as a dependent for tax purposes.

Under FERPA, release of information to parents of dependent students is at the discretion of the higher education institution, and Edmonds College reserves the right to deny parents access to educational records.

### **THE FOLLOWING DOCUMENTS MUST BE SUBMITTED BEFORE RELEASE OF EDUCATIONAL RECORDS WILL BE GIVEN:**

1. **Most recent signed tax return** showing the student was claimed as a dependent. If the request is made after April 15<sup>th</sup>, the most recent tax return due will be required regardless of whether or not an extension was granted by the IRS.
2. **A clear photocopy of the requesting parent's picture identification.** Note: if only one parent's ID is provided, then only that parent will have access to the student's information.
3. For custodial parents who did not claim the student on their tax return, but who provide at least 51% of the student's support, court documents indicating custody and the right of the non-custodial parent to claim the student for income tax purposes will be accepted instead of the tax return.

**PLEASE COMPLETE THE FORM ON THE FOLLOWING PAGE AND SUBMIT IT WITH THE  
REQUIRED DOCUMENTATION TO THE ENROLLMENT SERVICES DEPARTMENT**

**PLEASE ALLOW 3 BUSINESS DAYS FOR YOUR REQUEST TO BE REVIEWED  
AND THE INFORMATION PROVIDED**

Nondiscrimination Statement: Edmonds College does not discriminate on the basis of race; color; national origin; sex; disability; age; religion; sexual orientation; citizenship, marital, or veteran status; or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Kathy Smith (Title IX and Section 504 Coordinator/Investigator); Clearview Building, Room 122B; [kathy.smith@edmonds.edu](mailto:kathy.smith@edmonds.edu), 425.640.1814.



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Student Name \_\_\_\_\_  
Last First Middle Initial

ctcLink ID Number \_\_\_\_\_ Birthdate \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (MM-DD-YYYY)

\_\_\_\_\_  
(Print full name of requesting parent/guardian)

\_\_\_\_\_  
(Second parent/guardian if applicable)

Parent/Guardian Phone Number: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Parent/Guardian Email: \_\_\_\_\_

As the parent/guardian of the above-named student, I request access view to their educational records/information for the purpose of:

☐ Academic Assistance ☐ Payment Of Tuition ☐ Verification of Enrollment/Progress

☐ Other: \_\_\_\_\_  
(If 'other', please explain why you wish to have access to view these records)

This form, if approved, allows parents/guardians to **view** the following records and information:

- **All Financial Aid Records** (records include: status of file, award and disbursement of funds information, Satisfactory Academic Progress status, income information, and any other information contained in the application or financial aid file).
- **All Academic/Transcript Records** (records include: transcripts, admission and registration information, schedule information, assessment test scores, Satisfactory Academic Progress status, residency information, and any other documentation contained in the academic records).
- **All Student Financial Account Records** (records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information, records hold information as it relates to parking tickets, library fines, financial aid repayments and any other accounts receivable information contained in student account records).
- **Instructor/Classroom Records** (records include: attendance, progress reports, test and homework scores if available).

**Please Note:** Instructors are not required to take attendance or provide progress reports, and retain only those records which make up the final grade. FERPA pertains to the release of records. Instructors are not required to have conversations about academic progress with anyone other than the student).

**Please Note: Records maintained by the Counseling Center and Services for Students with Disabilities are considered medical records and are not covered under the FERPA rules. A separate release form, signed by the student only, is required before release of information will be considered.**

By signing below, I certify that I **currently** provide at least 51% support for the student listed above and that this student meets the definition of being my "dependent" as defined by the Internal Revenue Service tax code. **I have read the information on the coversheet to this form and have attached the required documentation. I also understand that FERPA pertains to the release of records only and that it does not give me permission to act on the student's behalf or to change their records.**

### Required attachments:

Parent(s) photo ID Signed Tax Return or Court Documents

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Office Use Only	Date	Initials
Processed:	_____	_____
Acceptance Ltr:	_____	_____
Renewal Ltr:	_____	_____
Archived:	_____	_____
Expires:	4/15/_____	_____