

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT**  
Release of Confidential Student Information

The Family Education Rights and Privacy Act (FERPA) gives students enrolled in colleges/universities access to "educational records" that contain information directly related to them and restricts access to other individuals. "Educational records" are records, files, documents, and other material maintained by a university.

There are several ways that the student's educational records may be shared.

- ◆ Parents/guardians provide proof that the student is a dependent according to IRS regulations. A copy of the previous year's tax return showing the student as a dependent **must be submitted for each year parents/guardians make this claim.**
- ◆ Students may give written consent to the university to release "educational records," to individuals of their choice (i.e. parents, spouses, guardians, etc.). **See form below.**
- ◆ In certain instances, information may be released without consent of the student. For more information and a complete list of exceptions, visit the FERPA website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

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**FERPA: Permission to Release Confidential Records**

, authorize representatives of Concordia University Texas to release information  
(Student's First and Last Name) (Concordia I.D. Number)

contained in the following selected records for purposes determined by the University as appropriate.

**SELECT ALL THAT APPLY**

All Educational records **NOTE: By checking this, you are including Financial Aid, Academic, and Disciplinary Records**

Financial Aid Records only  
 Academic Records only

Disciplinary Records only

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Complete and sign this form, listing the name(s) of the individuals to whom you wish to give access, their relationship to you, and the reason for the request in the spaces provided. Please print clearly. Unreadable names will be disregarded.

Name:

Relationship:

Name:

Relationship:

Name:

Relationship:

Purpose for granting access:

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This consent form remains in effect from the date indicated below for as long as the above named student is continuously enrolled at Concordia University Texas and/or until the Registrar's Office receives written authorization to remove or change it.

Student Signature:

Date:

Return to the Office of Student Registration and Records