

Release of the Educational Record of a Dependent Student

Responsible Office:
Student Affairs & Enrollment
Services: Records &
Registration

POLICY STATEMENT AND PURPOSE

In accordance with the Code of Virginia, Section 23-9.2:3.D., Virginia Commonwealth University has developed a policy and implementing procedures requiring the release of the educational record of a dependent student, as defined by 20 U.S.C. section 1232g, to a parent at his request.

WHO SHOULD READ THIS POLICY

Faculty, administrators, staff, students and parents.

RELATED DOCUMENTS

- Rights of Students under the Family Educational Rights and Privacy Act (FERPA)
<http://www.vcu.edu/enroll/rar/rights.html>
- FERPA Parent Consent Form
http://www.vcu.edu/enroll/forms/rar/FERPA_Parent_Consent.pdf

CONTACTS

VCU's Office of Records and Registration in the Division of Student Affairs and Enrollment Services officially interprets this policy and shall recommend revisions or eliminations to any or all parts as necessary to meet the changing needs of Virginia Commonwealth University. Please direct policy questions to the VCU Registrar.

DEFINITIONS

Educational Record

The term “education records” is a term of art in FERPA, defined as “those records, files, documents, and other materials which contain information directly related to a student; and are maintained by an educational agency or institution or by a person acting for such agency or institution.”

FERPA

FERPA is the acronym for the Family Educational Rights and Privacy Act, which was originally, enacted in 1974 as a part of a bill extending the Elementary and Secondary Education Act of 1965 and has been amended over the years. The purpose of the Act is two-fold: to assure parents of enrolled students’ access to their education records, and to protect such individuals’ right to privacy by limiting the transferability of their records without their consent. Parents transfer their rights under FERPA to their child when he or she “has attained eighteen years of age or is attending an institution of postsecondary education.”

Dependent Student

A student who is claimed for federal income tax purposes as a dependent by his/her parents.

PROCEDURES

In accordance with the Code of Virginia, Section 23-9.2:3.D., the educational record of a dependent student will be released to parent(s) upon request provided either the parent(s) submits evidence that the parent(s) declare the student as a dependent on their most recent federal income tax forms or the student consents to the release of the educational record to parent(s).

Parent(s) must complete the FERPA Parent Consent Form “Parent FERPA Consent to Release Student Information” and submit the completed form, a copy of the most recent year’s tax return listing the student as a dependent and a copy of a valid government issued identification card or

passport to the office of Records and Registration, Financial Aid or Student Accounting.

The FERPA Parent Consent Form “Parent FERPA Consent to Release Student Information” can be found on-line from the Office of Records and Registration website or by contacting that office.

Once received, the academic record or information will be released and the Consent form will be scanned and filed for history.