

**Student Records (FERPA): Parent Access Verification**

---

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student's records. Parents and legal guardians of dependent students may request access to education records under Virginia law by completing this form and providing proof of tax dependency.

This right applies to both parents, even if they file separately or are separated or divorced, as long as the student is claimed by one of the parents.

The right of access does not apply to a spouse or any other individual claiming the student as a dependent for tax purposes.

**INSTRUCTIONS:**

Parents or legal guardians may obtain access to their student's records by presenting a photo ID and a copy of their current Federal income tax return to the Campus Registrar. In the case of court-appointed legal guardians, a copy of the court document establishing the guardianship must also be presented.

All requests for information from a student's educational or financial aid records must be made to the Campus Registrar. A request for any information other than an unofficial transcript must be made in writing. Under the provisions of the Family Educational Rights and Privacy Act (FERPA), the College has 45 days to respond to the request. The College is not required to provide copies unless the Campus Registrar determines that it is unreasonable to expect the parent to appear in person. (For more information, visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.)

A copy of this completed form, signed and dated by the Campus Registrar, must accompany any request for access to a student's educational records. The original document will be scanned and linked to the student's record. The document expires on the next Federal income tax filing date.

---

Student's Name: \_\_\_\_\_ Student's ID: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Guardian's Name (if applicable): \_\_\_\_\_

Documents presented:

- Photo ID
- Current Federal income tax return
- Court document establishing legal guardianship (if applicable)

Campus Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This document expires on April 15, \_\_\_\_\_.

---

**Student Services Center:**

Date scanned: \_\_\_\_\_ Initials: \_\_\_\_\_ Date linked: \_\_\_\_\_ Initials: \_\_\_\_\_