

DISCLOSURE TO PARENTS OF DEPENDENT STUDENTS

TO: _____
Name of Institution

FROM: _____, _____, _____
Parent Last Name Parent First Name Parent Middle Initial

Permanent Street Address City State Zip

RE: _____, _____, _____
Student's Last Name Student's First Name Student Middle Initial

Under the Family Educational Rights to Privacy Act (FERPA), the institution is permitted to disclose information from your dependent student's education record if you (or your spouse if married filing jointly) claimed the dependent student for federal tax purposes.

Check the appropriate box:

Yes. I certify that I claimed the above dependent student for federal income tax purposes on my most recently completed tax returns.

No. I certify that I did not claim the above dependent student for federal income tax purposes on my most recently completed tax returns.

Parent Signature Date

If you did not claim the student for federal tax purposes, we will not be able to release information from your child's education record without prior written consent. Your child will need to complete the institution's Release of Information form listing you as a person to which we may disclose education records. Your child should contact the institution's financial aid office to learn how to complete this form.

In addition, the institution may request a copy of your most recently filed tax returns to confirm the above listed student was claimed as a dependent for IRS tax purposes.