

**TUSKEGEE UNIVERSITY
OFFICE OF THE REGISTRAR
Authorization to Release Information
FERPA Release Form**

Name: First | MI | Last

Student ID

Under the Family Educational Rights and Privacy Act (FERPA), **Tuskegee University** is permitted to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent.

Please check the appropriate box:

☐ YES. I certify that my parents claim me as a Dependent for Federal Income Tax purposes.

☐ NO. I certify that my parents do not claim me as a Dependent for Federal Income Tax purposes.

Student Signature and Date

If you are not claimed as a dependent or you do not know whether you are claimed as a dependent for federal income tax purposes, but you agree that Tuskegee University may disclose information from your education records to your parents, please **PRINT the name(s) of Parent or Individual(s)** below who should have access to your Records. Your TU Student ID is required to verify authenticity of this release. Write a **4-Digit code** you need the person to give to the Office of the Registrar or a University Representative when they call, send an email or visit in person. Please store this code so you can remember it.

Parent: First | MI | Last

4-Digit Code

Parent: First | MI | Last

4-Digit Code

Check the box below to indicate which records you wish to make available:

- ☐ **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 documentation contained in the academic records).
- ☐ **All Student Account Records** (records include: amount 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, Midterm grades, Final grades, etc. FERPA pertains to the release of records. Instructors are not required to have conversations about progress with anyone other than the student).
- ☐ **All College Records**
- ☐ **Other** (Please Specify) _____
- Please Note: Records for Counseling and services for Students with Disabilities are considered medical records and are not covered under FERPA rules. A separate release form must be obtained from these departments.**

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. This authorization will remain in effect from the date it is executed until revoked by me, in writing, and delivered to the Department(s) identified above.

Student Signature and Date

Received and Processed by:

OTR Staff Date:

EMAIL FORM TO: registrar@tuskegee.edu

[Adapted from USDOE & Houston Community College – 7/16]