



Release of Student Record Information Authorization at Parent or Guardian Request

The Family Educational Rights and Privacy Act of 1974 (FERPA) restricts the type and amount of student information that may be released without a student’s written permission. Parent and legal guardians may be eligible to obtain student record information for a dependent child provided the parent or legal guardian meets the criteria as determined by federal law. A parent wishing to obtain information without the student’s consent must complete this form, have it notarized, and submit the form to the Registrar’s office. The Registrar’s office has Notary Public service available for this purpose. Once the original form is notarized and filed in the Registrar’s office, the parent will be provided a copy of the document. Parents must present a current tax transcript from the IRS in order to obtain access to educational records. This release is valid until the next April 15 at which time a new FERPA release must be signed. If information is needed from an instructor of an academic class taken by the student, the parent or guardian should make an appointment with the faculty member and present the copy of the notarized authorization to the faculty member at the time of the face-to-face conference.

Federal law prohibits discussion by telephone or email with a third party including the parent of a dependent student. This form is to be presented to the Pensacola State College representative with whom the parent or guardian wishes to discuss the dependent student’s educational record.

Student ID Number

Student Name (Last, First, MI)

Date of Birth (MM/DD/YYYY)

Dates of Enrollment

As the parent of the above-named Pensacola State College student or former student, I authorize the release of information as follows:

Release to: _____
Name of individual, organization, educational institution

Address City State Zip

Information to be released: _____
Please indicate the specific information you wish released to you or the person or entity indicated above.

Purpose for release of information: _____

I certify that I am the parent or legal guardian of the above-named Pensacola State College student. As mandated by the Family Educational Rights and Privacy Act of 1974 (FERPA), I am eligible to obtain student record information or request student record information to be released to another person or entity because the student is a dependent for IRS purposes during the current tax year.

Parent or Guardian Signature Date

*If information is being requested by a legal guardian, court-ordered documentation establishing guardianship must be presented. In some cases, the College will ask for dependency information and is permitted to do so by federal law.

County of _____ **Notarization Required**
State of _____
Sworn to and subscribed before me on this _____ day of _____, 20_____.
The affiant is personally known to me or provided _____ as identification.

Notary Public signature

Printed, Typed, or Stamped
Commissioned Name of Notary Public (SEAL)