



## Texas Southern University: FERPA Release Authorization

In compliance with the federal *Family Educational Rights and Privacy Act of 1974 (FERPA)*, a college/university is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fee assessments, financial aid (including scholarships, grants, work-study, or loan amounts), and other student record information. This restriction applies to all third parties, including, but not limited to: your parents, spouse, roommate, friend, or sponsor. Some exceptions to the disclosure prohibition exist.

Under FERPA, Texas Southern University (TSU) may disclose information from your educational record to your parent(s) if your parents (or one of your parents) claim(s) you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent. FERPA does not require but does permit such disclosure.

Please check the appropriate box:

- Yes, I certify that one or both of my parents or a legal guardian claim me as a dependent for federal income tax purposes.
- No. I certify that my parents (or legal guardian) do not claim me as a dependent for federal income tax purposes.

At your discretion, you may grant TSU permission to release information about your student records to a third party by submitting this completed and signed FERPA Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The university does not automatically send information to an authorized third party. You have the right to inspect any written records released pursuant to this Release of Information (except for instances where the student has already waived permission to inspect).

**NOTE:** This release overrides all FERPA directory suppression information you set up in your student records for the third-party designee you name on this form. Your authorization to release information **expires one (1) year from the submission date**; however, you may revoke your authorization at any time by filling out the Revocation of FERPA Release.

**Section A: STUDENT INFORMATION**

Last, First, Middle Name: \_\_\_\_\_

T number: \_\_\_\_\_ DOB: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Section B: PERSON TO WHOM INFORMATION MAY BE RELEASED**

Please release information from my academic record to the following person:

Last, First Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

*For in-person requests for information, the individual authorized to receive information from the student's education record must present a picture ID.*

**Security PIN:** For telephonic disclosure of FERPA-protected information, the person named below must authenticate his/her identity by providing a four-digit FERPA PIN number. You, the student, should choose a FERPA pin number and provide it to your third-party contact. UNIQUE FERPA PIN: \_\_\_\_\_

**Section C: RECORDS TO BE RELEASED AND FOR WHAT PURPOSE**

Check one or more boxes below to grant authorization to release records. Information will not be shared unless the box describing the information sought is checked.

All financial aid records (records include: status of file, awards and disbursement of funds information, Satisfactory Academic Progress status, income information, and any other information contained in the Academic, Admissions, Placement/Career Services, Financial Aid, or any similar file).

All academic/transcript records (records include: transcripts, admission and registration information, schedule information, assessment test scores, Satisfactory Academic Progress status, residency information, and any other documentation contained in the academic record)—including records held by

the Admission, Records and Registration, and Bursar/Cashiers Office.

All student account records (records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information, record hold information as it relates to parking tickets, library fines, financial aid repayments, and any other accounts receivable information contained in student account records).

All student conduct records (records include: correspondence to and from students related to conduct issues, conduct investigative reports, and any other information related to student conduct, including Title IX records).

Student Accessibility Services Office Information

Other (please specify): \_\_\_\_\_

**The information is to be released for the following purposes (check all that apply):**

litigation or other legal proceeding

employment assistance or assistance with counseling/treatment other (please specify): \_\_\_\_\_

other (please specify): \_\_\_\_\_

**Section D: HOLD HARMLESS AND SIGNATURE**

I agree to hold TSU—as selected above—harmless from any and all liability for releasing my records to any entities as specified above or any release of information as requested by accrediting authorities or government agencies.

I, the student, acknowledge the information listed above and agree to the FERPA Student Information Release Authorization terms **outlined in Sections A-D.**

Print Student Name (REQUIRED): \_\_\_\_\_

Signature of Student (REQUIRED): \_\_\_\_\_

Date: \_\_\_\_\_