



### Parent/Guardian Request for Access to Student's Educational Records

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Glenville State College (GSC) is guided by the principle that students' active involvement in their education enhances their learning and development. In keeping with this principle, GSC considers its primary relationship to be with its students.

It is important for students and parents to discuss how they will communicate concerning academic information. Academic progress is reported to students with the expectation that this information will be part of on-going discussions with parents/guardians.

If said discussions are not taking place with the student, the Family Educational Rights and Privacy Act (FERPA) has provided two ways in which parents/guardians of dependent students may access the educational records of the student.

The first is to obtain a signed Student Consent to Parent/Guardian Access to Educational Records and submit consent to the Office of the Registrar. A student's signed written consent must identify the person(s) to whom the disclosure should be made. Once a consent form is signed it remains in effect until the student revokes it in writing.

The second alternative is for the parents/guardians to provide the Office of the Registrar with a copy of the preceding year's tax returns to demonstrate the student is a tax dependent. The copy provided must have either been completed by a third party (i.e., H&R Block) or be an official full complete copy (not the shortened version) from the Internal Revenue Service. Information on how to obtain this version can be found by contacting the IRS Office at 1-800-829-1040. When the documentation is submitted, the parents/guardians must also file the Parent/Guardian Request for Access to Student's Educational Records form (see below).

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Student's Full Name \_\_\_\_\_

GSC ID# if known \_\_\_\_\_

I/we certify that the student listed above is currently dependent on me/us and has been claimed by me/us (as a parent or guardian) for a federal tax exemption for tax year (indicate year) \_\_\_\_\_. I request that a copy of his/her Glenville State College grades or other non directory information be made available to me upon my/our request.\*\*

\_\_\_\_\_  
First Parent/Guardian Signature

\_\_\_\_\_  
First Printed Name

\_\_\_\_\_  
Second Parent/Guardian Signature

\_\_\_\_\_  
Second Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*\* A student has the legal authority to notify the Office of the Registrar that he or she is no longer your dependent for federal income tax purposes. Once this notification is on file, their academic information will no longer be released unless the student signs a Student Consent to Parent/Guardian Access to Educational Records form with the Registrar's Office. Additionally, if you become aware of your child no longer being your dependent as defined by IRS guidelines, you must notify the Registrar's Office.