



Glenville State University (GSU) is guided by the principle that students' active involvement in their education enhances their learning and development. In keeping with this principle, GSU 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.

(1). Request your student to complete, sign and submit the FERPA Release Form to the Registrar's Office. 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 by submitting the "FERPA Revocation Form".

OR

(2). You as the parent or guardian may complete and sign this form and submit it to the Registrar's Office. You must accompany this form with a signed copy of the preceding year's tax return to demonstrate the student is a dependent for federal income tax purposes. The copy provided must have either been completed by a third party (i.e., H&R Block) or be an official complete copy from the Internal Revenue Service or tax preparation software (i.e., TurboTax). Dollar amounts may be whited out or marked through if you prefer to not share this information. If a copy has already been provided to another office during the admissions process, please notify our office.

This form and accompanying tax return will be required to be completed and submitted for each academic year your student is enrolled at Glenville State University. If a new form is not submitted, your student's education records will no longer be released after the conclusion of the academic year indicated below. In addition, a student has the legal authority to notify the Registrar's Office if he or she is no longer your dependent for federal income tax purposes. If the Registrar's Office has been notified of this change and verifies the change, their education record will no longer be released to you unless the student signs and submits a "FERPA" Release Form" identifying you as having permission to their education records.

Student's Full Name _____

GSU Student ID# _____ Requiring access for the _____ academic year.

I/we certify that the student listed above is currently my/our dependent 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 his/her Glenville State University educational records be made available to me/us upon my/our request.

First Parent/Guardian Signature Printed Date

Second Parent/Guardian Signature Printed Date