



## **Parent Request for Information - FERPA Authorization (Family Educational Rights and Privacy Act)**

Under the Family Educational Rights & Privacy Act (FERPA), when a student has attained eighteen years of age, **OR** is attending an institution of higher education, the rights previously accorded to the parents of the student pass only to the student, and educational records cannot be released or discussed without the written consent of the student. An exception is made for students who are considered to be “dependent” as defined by the Internal Revenue Code. Under this definition, a dependent student is someone whose parent provides 51% of their support and who can be claimed on a parent’s tax return. Parents of students who are considered to be “dependent” may request that educational records be released without the student’s consent. The Department of Education requires educational institutions to obtain a reasonable assurance that the student meets the requirements as a dependent for tax purposes.

Under FERPA, release of information to parents of dependent students is at the discretion of the higher education institution, and Edmonds College reserves the right to deny parents access to educational records.

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED BEFORE RELEASE OF EDUCATIONAL RECORDS  
WILL BE GIVEN:**

1. Most recent signed tax return showing the student was claimed as a dependent. If the request is made after April 15<sup>th</sup>, the most recent tax return due will be required regardless of whether or not an extension was granted by the IRS.
2. A clear photocopy of the requesting parent’s picture identification. Note: if only one parent’s ID is provided, then only that parent will have access to the student’s information.
3. For custodial parents who did not claim the student on their tax return, but who provide at least 51% of the student’s support, court documents indicating custody and the right of the non-custodial parent to claim the student for income tax purposes will be accepted instead of the tax return.

**PLEASE COMPLETE THE FORM ON THE FOLLOWING PAGE AND SUBMIT IT WITH THE  
REQUIRED DOCUMENTATION TO THE ENROLLMENT SERVICES DEPARTMENT**

**PLEASE ALLOW 3 BUSINESS DAYS FOR YOUR REQUEST TO BE REVIEWED  
AND THE INFORMATION PROVIDED**

