IMPORTANT NOTICE

Records CANNOT BE RELEASED without compliance with the FERPA LAW

PARENTAL ACCESS TO STUDENT EDUCATION RECORDS

Under FERPA, the word “student” refers to an individual who has reached the age of eighteen or is attending an institution of post-secondary education. The word “parent” means either parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. At the post-secondary or collegiate level, FERPA provides that parents have no inherent rights to inspect a student’s education records. Normally the right to inspect education records at the University is limited solely to the student. FERPA does, however, authorize the University to release education records and personally identifiable information to parents, as defined above, where one of the following conditions have been met: (1) the student has given written consent to the release of records to the parents; or (2) the parents produce sufficient documentary evidence that they (or either of them) declared the student as a dependent on their most recent federal income tax return as authorized by the federal income tax laws. See Section 152, Title 26 of the United States Code, for definition of “dependent” for income tax purposes.

Please forward the top portion of your most recent federal income tax return and the signed Dependent Student Release form to:

North Carolina Central University
Office of the University Registrar
1801 Fayetteville Street
Room 102, Hoey Administration Building
Durham, NC 27707
The US Family Education Rights and Privacy Act 20 (U.S.C. 1232g) provides that a student must authorize in writing the release of his/her education records including all academic, financial, disciplinary and other University maintained files. The law provides however, that where the student is claimed on the parent’s Federal tax form as a dependent, the parent may request and receive a student’s education records.

RELEASE OF STUDENT’S EDUCATION RECORD TO PARENTS

I, ________________________________________________________________

(Print full name of parent)

declare

(Print full name of student)__________________________________________]

____________________________________ as a dependent on my federal tax return. Therefore

(Student ID Number)

I direct North Carolina Central University to release to me when requested, my child’s records as I may designate.

(Address of Parent/guardian)________________________________________

(Parent’s Signature) ___________________________(Date) ________________

March 7, 2007 Registrar’s Office