



# FERPA and YOU

A Guide to Information Disclosure

The University of Texas at Dallas  
Office of the Registrar

Welcome to The University of Texas at Dallas!

As a student at UTD you have certain rights afforded you under the Family Education Rights and Privacy Act of 1974 (also known as the Buckley Amendment, or FERPA). The FERPA regulations were written specifically to guarantee students three primary rights. [§99.7] FERPA guarantees students the right to inspect and review education records. You have the right to know what UTD is maintaining about you. You also have the right to amend those records, if errors are present. FERPA further guarantees you, the student, with the right to have some control over the disclosure of information from your education record.

The following pages contain explanations and forms for the disclosure of student information. A different form must be used if you are a dependent son/daughter or an independent student. Additionally, you have the right to allow third-party individuals/groups/organizations access to certain information. You also have the right to repeal these permissions.

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*Instructions for completing the*

## **PARENTS CERTIFICATION OF DEPENDENCY FORM**

FERPA is a federal regulation and uses federal definitions.

The Family Education Rights and Privacy Act of 1974 provides privacy protection of a student's academic record and limits the release of such records without the student's consent. The Act further provides that the University may disclose such records to parents or legal guardians if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.

The Internal Revenue Service (IRS) requires a child who is a dependent be both:

- Under the age of 24
- Claimed on the parent's most recent federal income tax return

The [PARENTS CERTIFICATION OF DEPENDENCY FORM](#) must be completed by the parent/legal guardian. If both parents wish to have access, their names must be on the most recent federal income tax return and their signatures must also be on the form.

This authorization, if exercised, will be valid until the end of the calendar year (December 31st) and must be renewed annually to remain in effect. Renewals may be submitted beginning January 1st of the following year; however, renewals must include the new federal income tax return to be accepted.



Office of the Registrar

# PARENTS CERTIFICATION OF DEPENDENCY FORM

(For release of student records)

Student's Name: \_\_\_\_\_ UTD ID \_\_\_\_\_

The Family Education Rights and Privacy Act of 1974 provides privacy protection of a student's academic record and limits the release of such records without the student's consent. The Act further provides that the University may disclose such records to parents or legal guardians if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.

The Internal Revenue Service (IRS) requires a child who is a dependent be:

- Under the age of 24
- Claimed on the parent's most recent federal income tax return

## PARENT'S DECLARATION:

I certify I am the parent/legal guardian of the listed student in accordance with the legislation stated above. I further understand this authorization, if exercised, will be valid until the end of the calendar year (December 31st) and must be renewed annually to remain in effect. Renewals may be submitted beginning January 1st of the following year; however, renewals must include the new federal income tax return to be accepted

We further release The University of Texas at Dallas, its Trustees, Officers, Employees, including Karen Jarrell, University Registrar, Agents or Assigns, from any and all liability for release of the above named records/information.

Parent/Guardian's Signature	Date	Parent/Guardian's Signature	Date
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To enable the appropriate University office to release to you the student's academic record such as final grade reports, please complete this form and return a **photocopy of the first page of your most recent Federal Income Tax Form** by mail to:

Office of the Registrar, MC 11 The University of Texas at Dallas P O Box 830688 Richardson, TX 75083-0688	OR	In person: McDermott Library 1.406
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With few exceptions you are entitled, on your request, to be informed about the information U.T. Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Dallas correct information about you that is held by us and that is incorrect. Be assured your UTD records are protected from unauthorized disclosure by federal law.

Your UTD identification number is requested as it is a unique identification number maintained to assure the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Your disclosure of your UTD identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

Parent(s)/Legal Guardian Name: \_\_\_\_\_

Parent(s)/Legal Guardian Street Address: \_\_\_\_\_

City	State	Zip Code
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Parent(s)/Legal Guardian E-mail address\* \_\_\_\_\_  
(Please provide if available, as this is our primary form of communication.)

(rev 8/05, 3/06, 6/06, 10/06)



## DISCLOSURE OF DIRECTORY INFORMATION

This form is available and applicable to All Students.

FERPA allows students to restrict or limit the release of “directory information.” Directory information is comprised of personal, enrollment, and participation data.

PERSONAL DATA is defined as name, local mailing address, permanent mailing address, e-mail/internet address, local telephone, gender, race, nationality, date of birth, place of birth, parents’ name, parents’ address, photograph, and judicial information.

ENROLLMENT DATA is defined as academic program (school of record, degree objectives, majors, minors, anticipated graduation date), classification (freshman, sophomore, junior, senior, graduate, doctoral), attendance dates, degrees, honors and awards received, class standing, previous educational agency or institution(s) attended, credits earned from other schools, status (full or part-time) and number of units (credit hours) enrolled (current or past terms).

PARTICIPATION DATA is defined as officially recognized activities and sports, weight and height of members of athletic teams.

You may restrict information released about you by completing the [Request for Confidentiality of Directory Information](#) form. **Please Note:** If you select “Full Restriction”, **no information will be released** outside the University. This includes verification of degree awards, including your name and honors on graduation lists, verification of current enrollment status to lenders, etc.

### **Full Restriction**

Personal, enrollment, and participation data will not appear in the Student Directory, in printed or electronic format, or any other publication, nor will it be released to a third-party without your written consent.

### **Partial Restriction**

Personal, enrollment, and participation data will not appear in the Student Directory, in printed or electronic format, nor will it be released to a third-party without your written consent. However, your name will appear in other *University* publications (graduation brochures or lists, honor roll, etc.)

### **No Restriction**

Personal, Enrollment, and Participation data as defined above may be released.

You may change your elections at any time by completing a new form and submitting it to the Office of the Registrar, McDermott Library, MC 1.406.



Office of the Registrar

# REQUEST FOR CONFIDENTIALITY OF DIRECTORY INFORMATION

Last Name	First Name	Middle Initial	UTD ID
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Your academic record is established and maintained to provide information regarding your progress while enrolled at the University. Any student enrolled in the University has access to and may inspect those records relating to his or her academic progress, to the extent allowed by the Family Education Rights and Privacy Act and the Texas Public Information Act. The academic record is confidential and may be released only within the limitations clearly defined by state and federal statutes or with your written permission.

The University may release directory information, which is defined as public information and includes the categories listed below. This information may be printed in various publications of the University such as the student directory, honors list, athletic programs, list of graduating students, or similar documents. Additionally, this information may be released to third parties according to the Texas Public Information Act.

PERSONAL DATA is defined as name, local mailing address, permanent mailing address, e-mail/internet address, local telephone, gender, race, nationality, date of birth, place of birth, parents' name, parents' address, photograph, and judicial information.

ENROLLMENT DATA is defined as academic program (school of record, degree objectives, majors, minors, anticipated graduation date), classification (freshman, sophomore, junior, senior, graduate, doctoral), attendance dates, degrees, honors and awards received, class standing, previous educational agency or institution(s) attended, credits earned from other schools, status (full or part-time) and number of units (credit hours) enrolled (current or past terms).

PARTICIPATION DATA is defined as officially recognized activities and sports, weight and height of members of athletic teams.

As a student, you may limit the release of your directory information

To change your confidentiality status, please submit a new Request for Confidentiality of Directory Information form to the Office of the Registrar.

I select:  
**Full Restriction**

Personal, enrollment, and participation data will not appear in the Student Directory, in printed or electronic format, or any other publication, nor will it be released to a third-party without my written consent.

I select:  
**Partial Restriction**

Personal, enrollment, and participation data will not appear in the Student Directory, in printed or electronic format, nor will it be released to a third-party without my written consent. However, my name will appear in other *University* publications (graduation brochures or lists, honor roll, etc.)

I select:  
**No Restriction**

Personal, Enrollment, and Participation data as defined above may be released.

**Yes    No    I am graduating this semester. (Circle one)**

With few exceptions you are entitled, on your request, to be informed about the information U.T. Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Dallas correct information about you that is held by us and that is incorrect. Be assured your UTD records are protected from unauthorized disclosure by federal law.

Your UTD identification number is requested as it is a unique identification number maintained to assure the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. The disclosure of your UTD identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

Office Use Only	
<input type="checkbox"/>	003 Full
<input type="checkbox"/>	011 Partial
Dir Info = Y; Name, degree, awards, honors = Blank. All else = Y	
Processed by Initials _____	
Date Processed _____	

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



Office of the Registrar

*Instructions for completing the*

## **THIRD PARTY RELEASE OF INFORMATION**

If you are involved in certain UTD groups or clubs (e.g. Chess Club) you may want or need your club supervisor to have access to certain student information (class standing or current academic status). Similarly, if you are employed and your company requires access to your student information as part of their education program; you should complete a Third Party Release of Information form.

The Third Party Release Form is valid for a **one time single release of information**.

A new Third Party Release of Information form must be completed for each instance that the student authorizes a Third Party access to their academic file. The third party must bring the form to the Office of the Registrar, not the student.

**This form may not be used as a substitute for the Parent Certification of Dependency form.**



Office of the Registrar

# THIRD PARTY RELEASE OF INFORMATION

Student's Name: \_\_\_\_\_ UTD ID \_\_\_\_\_

The Family Education Rights and Privacy Act of 1974 provides privacy protection of a student's academic record and limits the release of such records without the student's consent. The Act further provides that the University may disclose such records to a third party with the student's written consent.

## DECLARATION:

The student whose signature appears below has authorized release to the following Third Party for the specified record:

Name of Third Party Individual or Company/Organization	Address

Record released: \_\_\_\_\_

## STUDENT'S DECLARATION:

I acknowledge I am aware of this request to release my records to the Third Party specified above. **I UNDERSTAND THIS AUTHORIZATION IS VALID ONE TIME FOR A SINGLE RELEASE OF INFORMATION.** I further release The University of Texas at Dallas, its Trustees, Officers, Employees, including Karen Jarrell, University Registrar, Agents or Assigns, from any and all liability for release of the above named records/information.

Student's Signature	Date
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With few exceptions you are entitled, on your request, to be informed about the information U.T. Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Dallas correct information about you that is held by us and that is incorrect. Be assured your UTD records are protected from unauthorized disclosure by federal law.

Your UTD identification number is requested as it is a unique identification number maintained to assure the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. The disclosure of your UTD identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

<b>Office Use Only</b>
Date of release _____
Additional Comments: _____ _____ _____
Department _____
Processed by Initials _____
Date Processed _____