

MUSKINGUM

U N I V E R S I T Y

REGISTRAR: 740/826-8164 • STUDENT FINANCIAL SERVICES: 740/826-8139 • STUDENT LIFE OFFICE: 740/826-8080 • ACADEMIC AFFAIRS: 740/826-8122

Family Educational Rights and Privacy Act Release of Information Request/Authorization For the Student or the Parent/Guardian

In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. §1232), University policy prohibits the release, to third parties, of non-directory information contained in a student's educational records without the express written consent of the student or the request of a parent or guardian for information about a student who is their legal dependent for tax purposes. An exception to this policy is made when a student under the age of 21 is involved in alcohol or drug violations, medical emergencies, or violence-related incidents. In these cases, the parents or guardians are notified by the University. The request of a parent or guardian for information about a student who is their legal dependent for tax purposes takes precedence over the request of the dependent to withhold such information.

**Complete Part A (students) OR Part B (parents/guardians).
Parents/Guardians must complete Part C if not presenting in person.**

Part A: Student Authorization of Release of Information

I hereby request/authorize Muskingum University personnel to disclose information or copies of academic, co-curricular, or any and all other records maintained by the institution (limitations noted below) to the following named individual(s):

(Print – Name of Individual)

(Print – Name of Individual)

(Print – Name of Individual)

This authorization will continue until such time as it is revoked in writing by the signatory. This information may be transmitted in person, through electronic services or via mail. In signing this document, the individual releases Muskingum University including its Board, employees, and agents, of any responsibility for misappropriation of the information released.

(Print -- Student's Name)

(Student's Signature)

(Date)

Part B: Parent/Guardian Request for Release of Information for whom student is a legal dependent for tax purposes

(Print – Name of Student)

(Print -- Parent/Guardian Legal Name)

(Street Address)

(City/State/Zip Code)

(Phone)

I have claimed and will continue to claim the student listed above, who has received at least one-half of his/her support from me during the current taxable year, as a dependent pursuant to the federal tax code (26 U.S.C. §152). I have provided a copy of my most recent Federal Income Tax form which shows the above named student as my dependent and understand this will be verified and remain on file with this request as part of the above-named student's record, and I hereby request/authorize Muskingum University personnel to disclose information or copies of academic, co-curricular, or any and all other records maintained regarding the aforementioned student. I understand that the student will NOT have access to the financial records submitted as part of this request. This authorization will continue during the current year, and proof of tax dependency must be submitted to the Vice President of Enrollment each year in order to maintain access to student's educational records. This information may be transmitted in person, through electronic services or via mail. In signing this document, the individual releases Muskingum University including its Board, employees, and agents, of any responsibility for misappropriation of the information released.

(Parent/Guardian signature)

(Date)

Part C: Notary Certification (Required if Part B is completed and the form is not presented in person to a University representative.)

State of: _____ County of: _____

Before me, a Notary Public, in and for the said state, personally appeared _____
(Print -- Legal Name)

who acknowledged the signing thereof to be his/her voluntary act and deed for the uses and purposes therein. Sworn to me and signed in my presence this _____ day of _____, 20_____. Affix Notary Seal Here

(Print -- Notary Name)

(Notary Signature)

(Commission Expiration)