



Request for Release of Education Records

The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing confidential, non-directory information about a student without the student's consent. However, a university may release information to the parent or guardian of a student, without the student's written consent, only if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986. This authorization will be in effect for the academic year (July 1 through June 30) following the tax year indicated above. A new request will be needed each year to renew access to the student's academic record.

A student has the legal authority to notify the Registrar's Office to withhold release of education records if he or she ceases to be a dependent for federal income tax purposes. Once this notification is on file, the student's academic information will no longer be released.

Certification of Tax Dependency

I certify that the student listed below is currently dependent on me and has been claimed by me (as parent or guardian) for a federal tax exemption for tax year (indicate year) _____. I request that a copy of my student's transcript or semester grades be made available to me upon request, and that I may obtain other information about his or her academic record from a university official (i.e., advisor) upon providing proof of identification.

Student's Full Name

USD ID or SSN

Signature of Parent or Guardian

Relationship

Print Name

Date

Return to the Appropriate Registrar's Office

Undergraduate/graduate students:

University Registrar
5998 Alcalá Park
Founder's Hall 113
San Diego, CA 92110-2492
[fax: (619)260-4649]

or

Law students:

Law School Registrar
5998 Alcalá Park
Warren Hall 202
San Diego, CA 92110-2492
[fax: (619)260-5961]

For Office Use Only

ID Verified Received by: _____ Changed by: _____ Date: _____