



## 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

<input type="checkbox"/>	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

_____	_____
Print Name	Relationship
_____	_____
Signature of Parent or Guardian	Date

### Return to the Appropriate Registrar's Office

**Undergraduate/graduate students:**

University Registrar  
5998 Alcalá Park  
Founders Hall 117  
San Diego, CA 92110-2429  
[fax: 619-260-4649]

OR

**Law Students:**

Law School Registrar  
5998 Alcalá Park  
Warren Hall 202  
San Diego, CA 92110-2429  
[fax: 619-260-5961]

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**For Official Use Only**

ID Verified:    Received by: \_\_\_\_\_    Changed by: \_\_\_\_\_    Date: \_\_\_\_\_