

Process for Release of the Educational Record of a Dependent Student

Responsible Office: Office of the Registrar

In accordance with the *Code of Virginia*, Section 23-9.2:3.D., Christopher Newport University has developed procedures for releasing the educational record of a dependent student, as defined by 20 U.S.C. Section 1232g, to the student's parent(s) or legal guardian at their request.

Per Section 23-9.2:3.D. of the *Code of Virginia*, the educational record of a dependent student will be released to parent(s) upon request provided either the parent(s) submits written evidence that the parent(s) declare the student as a dependent on their most recent federal income tax forms or the student consents to the release of the educational record to parent(s). Please note that this state legislation is allowable within the guidelines of the Family Educational Rights and Privacy Act (FERPA).

Student Requests: Students who are legal tax dependents of their parent or legal guardian may authorize the dissemination of educational record information to their parent(s) or legal guardian via the *Permission for the Office of the Registrar to Release Education Record Information* form.

Parent Requests: Parent(s) must complete the FERPA Parent Consent Form (*Parent Consent to Release Student Information*) and submit the completed form, a copy of the most recent year's tax return listing the student as a dependent, and a copy of a valid government issued identification card or passport to the Office of the Registrar. The consent form will be valid until the end of the current tax year. Parents or legal guardians will need to resubmit with a copy of the federal tax return from the most recent tax year, along with a copy of their government issued identification or passport. Parents must then specifically request a copy of the academic transcript, mid-term grades, or final grades in writing (mailed, delivered in person, or faxed) to the Office of the Registrar.

Both forms can be found online from the Office of the Registrar website or by contacting that office.

Once received, the academic transcript or requested educational record information will be released and the consent form will be scanned and filed.