

# **AUTHORIZATION FOR ACCESS TO STUDENT GRADE REPORTS RELEASE FORM**

I understand that under the provisions of the Federal Privacy Act of 1974, as amended, my university records will not be released without my approval. I hereby authorize Tiffin University's Registration and Records Office to release mid-term and final grade reports to the parents/guardians of the name listed below. I waive any requirement that I be furnished a copy of those grades prior to or concurrent with their release. This consent remains in effect until May 31, 2010.

## **PLEASE PRINT ALL INFORMATION**

Student First, Middle and Last Name (Print)

\_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_

If Second Parent/Guardian Address is Different from Home Address:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

## **FERPA – Family Educational Rights and Privacy Act**

FERPA (a federal regulation) gives students certain rights with respect to their education records. Once the student turns 18 or attends a postsecondary institution they, and not their parents, have these rights.

### **Parent Access to Academic and Financial Aid Information**

FERPA allows Tiffin University to provide academic and financial information to parents for their dependent student. Dependent is defined as being claimed as an exemption for federal tax purposes, regardless of the age of the undergraduate student. Parents requesting information on their dependent students may be asked to provide documentation, such as their most recent tax return. Information on independent students will **not** be given to parents without the written consent of the independent student.

### **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, or research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, billing agency, or collection agency); a person serving on the Board of Trustee; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school which a student seeks or intends to enroll.

Tiffin University's complete FERPA policy can be found on our website, <http://www.tiffin.edu>

Completed Forms should be forwarded to:

Annette Staunton  
Chief Retention Officer  
Tiffin University  
155 Miami St.  
Tiffin, OH 44883  
astaunto@tiffin.edu  
1-800-968-6446 Ext. 3410