University of Colorado Boulder

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Parental Affidavit of Dependency and Access to Student Education Records

The Family Educational Rights and Privacy Act (FERPA) allows students access to their education records held and maintained by educational institutions. The law further establishes specific guidelines concerning the ability of others to access those education records, except as authorized by law.

Parents may also have access to student education records without the prior consent of the student if the student is dependent on the parents for the student's financial support, as defined in Section 152 of the Internal Revenue Service Tax Code of 1986. Prior to the release of any data, parents must demonstrate proof of dependency by providing a copy of their most recent federal income tax form claiming the student as a dependent. If parents desire access to the education records (grades, transcript, etc.) of their dependent son/daughter, the affidavit below must be completed, notarized and include a copy of the parents' most recent tax form. Note that a signed and dated copy of a request for transcripts or other education records must accompany this affidavit and include specific information such as the requested record, the purpose of the request, and the address for sending documents.

This request is valid for *one-time use only*. Any additional requests require a new affidavit along with the appropriate tax form.

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