

Parent FERPA Consent to Release Student Information

The Family Education Rights and Privacy Act of 1974 (FERPA) indicates that a student must authorize, in writing, the release of his/her educational records. FERPA provides that a university may disclose such records to parents or legal guardians as long as the student is a legal tax dependent as defined by the Internal Revenue Service (IRS). However, § 23.1-1303.B.5 of the Code of Virginia, allows for the release of a student's educational record if the parent requesting the record claims the student as a legal tax dependent.

(Note: This consent does not cover medical records held solely by Student Health Services or University Counseling Services-contact those offices for consent forms.)

Parent/Legal Guardian Declaration:

I certify that I am the parent/legal guardian of the listed student in accordance with the IRS dependency requirements. Further, I understand that this form entitles me to receive a copy of my dependent student's educational records since I have provided written evidence of his/her dependency status. I further understand that this release shall remain in effect for the remainder of the most recent tax year and must be renewed annually. To continue receipt of the education record, I understand that as the parent or legal guardian, I must complete a new form along with a copy of my Federal tax return for the previous tax year and government issued identification card or passport. Further, I understand that I must mail or fax a written request for a copy of the student's academic transcript, mid-term grades, or current term's final grades to the address below.

As the student's parent or legal guardian, I have provided the following documentation with this request:

- A copy of my most recent year's Federal tax return listing the student as a dependent.
- A copy of a valid government issued identification card or passport.

Please provide information from the education records of the following student:

Student Name (Please Print)

CNU ID #

Printed Name of Parent or Legal Guardian

Contact Phone Number

Current Mailing Address of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date

Christopher Newport University
Office of the Registrar
1 Avenue of the Arts
Newport News, VA 23606
Voice: 757.594.7155
Fax: 757.594.7711