

PARENTAL ACCESS TO STUDENT EDUCATION RECORDS

Under the Family Educational Rights and Privacy Act of 1974 ("FERPA"), a parent may access his/her child's grades and other education record information in two ways:

- 1) if the student consents in writing to the release (see separate form); or
- 2) if the parent claims the student as a dependent on his/her federal income tax return.

Please complete the form below and check the appropriate information requested. Each request must include a copy of the top portion of the parents' most recent tax return, showing the student's name as a dependent. The Office of Academic Records will maintain this form, which will remain valid until the end of the spring semester. You may update this request for a subsequent academic year by submitting a copy of the most recent year's tax return on which you claim the student as a dependent.

If you have any questions about this policy, please contact the Office of Academic Records at the address below, or at (405) 325-4147.

Student's Name: _____

Sooner I.D. # _____

Please check the appropriate box(es):

- ☐ Please complete the Good Student Discount form provided for my student
- ☐ Please provide an official transcript of my student's academic record to the address provided.
- ☐ Please provide specific academic information upon request; e.g., g.p.a. information, ACT/SAT scores, etc.

- ☐ Please send a copy of my student's grades at the end of each term.

Parent's Name: _____

Parent's Address: _____

Parent's Signature: _____

Date: _____

Office of Academic Records, University of Oklahoma 1000 Asp Ave., Norman OK 73019