



FERPA General Guidance for Parents

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FERPA (Family Educational Rights and Privacy Act) is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. Parochial and private schools at elementary school levels do not generally receive such funding and, therefore, are not subject to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department’s regulations are found at 34 CFR Part 99

Under FERPA, schools must generally afford parents: -access to their children’s education records –an opportunity to seek to have the records amended –some control over the disclosure of information from the records.

Parents may access, seek to amend, or consent to disclosures of their children’s education records, unless there is a court order or other legal document specifically stating otherwise. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records.

Authorization for release of Information:

Please provide information from the educational records of (**print** student’s name below):

Last Name

First Name

T-Number

To:

Name

Relationship to Student

Name

Relationship to Student

Name

Relationship to Student

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. I have a right to inspect any written records released pursuant to this Consent (except for parent’s financial records and certain letter of recommendation for which the student waived inspection rights). I understand that this consent may be revoked by providing written notification to the Office of Student Financial Assistance.

By my signature, I authorize Texas Southern University to release information regarding my educational records to the individuals listed above.

Student’s Signature

Date

Please send your documents to:
Texas Southern University
Office of Student Financial Assistance
3100 Cleburne Street
Houston, TX 77004