Instructions for completing the
PARENTS CERTIFICATION OF DEPENDENCY FORM

FERPA is a federal regulation and uses federal definitions.

The Family Education Rights and Privacy Act of 1974 provides privacy protection of a student’s academic record and limits the release of such records without the student’s consent. The Act further provides that the University may disclose such records to parents or legal guardians if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954, if the student has indicated in writing to the University that his or her parents may access the Student Education Records in accordance with the designation.

The Internal Revenue Service (IRS) requires a child who is a dependent be both:
• Under the age of 24
• Claimed on the parent’s most recent federal income tax return

The PARENTS CERTIFICATION OF DEPENDENCY FORM must be completed by the parent/legal guardian and the Student. If a tax dependent Student's parents are divorced, both parents may have access to the Student's Education Records, so long as at least one parent is designated by the student.

This authorization, if exercised, will be valid until the end of the calendar year (December 31st) and must be renewed annually to remain in effect. Renewals may be submitted beginning January 1st of the following year; however, renewals must include the new federal income tax return for the most recent tax year to be accepted.
PARENTS CERTIFICATION OF DEPENDENCY FORM
(For release of student records)

Student Name (Last Name, First Name, Middle Initial)

Student Date of Birth         UTD ID

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The Internal Revenue Service (IRS) requires a child who is a dependent be:
• Under the age of 24
• Claimed on the parent’s most recent federal income tax return

PARENT’S DECLARATION:
I certify I am the parent/legal guardian of the listed student in accordance with the legislation stated above. I further understand this authorization, if exercised, will be valid until the end of the calendar year (December 31st) and must be renewed annually to remain in effect. Renewals may be submitted beginning January 1st of the following year; however, renewals must include the new federal income tax return to be accepted.

I further release The University of Texas at Dallas, its Trustees, Officers, Employees, Agents or Assigns, from any and all liability for release of the above named records/information.

Parent/Guardian’s Signature                  Date

To enable the appropriate University office to release to you information from the student’s academic record, please complete this form and return a photocopy of the first page of your most recent Federal Income Tax Form by mail to:

The University of Texas at Dallas,
Office of the Registrar, Mail code: ROC 13
800 W. Campbell Road
Richardson, TX 75080-3021

Parent(s)/Legal Guardian Name: _____________________________________________________________

Parent(s)/Legal Guardian Street Address: _____________________________________________________

City State Zip Code: _________________________________________________________________

Parent(s)/Legal Guardian E-mail address*: ____________________________________________________

*Please provide if available, as this is our primary form of communication.

STUDENT’S DECLARATION:
I acknowledge and am in agreement with my designation as a Tax Dependent Student. I authorize release of my educational records to my Parent(s)/Legal Guardian(s) listed above.

I further release The University of Texas at Dallas, its Trustees, Officers, Employees, Agents or Assigns, from any and all liability for release of the above named records/information.

Student’s Signature (Required)                  Date