

FERPA PERMISSION REQUEST FORM

By an act of Congress, the Family Educational Rights and Privacy Act (FERPA) protects the privacy of student educational records. When a student turns 18 years old or enters a post-secondary institution at any age, the rights under FERPA transfer from the student's parent(s) or guardian to the student. If the student is enrolled in BYU Independent Study's non-university-level courses and is 18 years old or older **or** is enrolled in BYU Independent Study's university courses, regardless of age, educational records will not be released to anyone other than the student and any school in which the student is currently enrolled or seeking to enroll. Access to the student's educational records may be granted to a third party if the student provides signed permission granting a specified person rights to access his or her records.

If the parent can provide tax documentation that the student was claimed as a dependent in the previous income tax year, the parent may have access to the student's educational records. In addition to the FERPA Permissions Form, proof of tax dependency must be provided each time information is requested from the student's educational records.

If you are a student who is 18 years old or taking a university-level course, you may authorize BYU Independent Study to release information from your educational records to your parent(s)/guardian or another third party by completing the information requested below and returning this form.

I, _____ (student's printed name), authorize BYU Independent Study to disclose any and all information from my educational records to the person(s) listed below. This consent will remain in effect until affirmatively revoked by me in writing.

Student Signature* _____ **Date** _____

Student's BYU Net ID _____ **Birth date (MM/DD/YYYY)** _____

Student Address _____ **Student Phone** _____

Person(s) to be given access to the student's educational records:

Name(s) _____ Relationship _____ Address _____

Name(s) _____ Relationship _____ Address _____

*Student signature is not required if a parent or guardian listed above has claimed the student as a dependent for the previous income tax year. Please attach proof of student's tax dependency and initial the box below if the student's signature is not provided.

_____ (initial) I have attached proof that as the legal parent or guardian, the student was my dependent for the previous income tax year.

Please scan, mail or fax this form to:

BYU Independent Study
201 HCEB
Provo, UT 84602
FAX: 801-422-0102
EMAIL: indstudy@byu.edu