

# FERPA Access Form for Parent/Guardian

## Family Educational Rights and Privacy Act



Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

In accordance with the Family Educational Rights and Privacy Act (FERPA), Warner Pacific University is committed to protecting students' rights to privacy regarding their academic information.

Under the FERPA, Warner Pacific University is permitted to disclose information from a student's education records to a parent or guardian if that individual claims the student as a dependent for federal tax purposes. The university is required to keep documentation on file confirming the tax dependency status, and the documentation needs to be updated annually.

### STEP 1: STUDENT INFORMATION

I hereby request parent/guardian access to the educational records for the following student upon the basis of dependency.

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Parent/Guardian 1: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Name of Parent/Guardian 2: \_\_\_\_\_

Contact Information: \_\_\_\_\_

#### Release Code

To obtain access to confidential academic information, the individuals listed above will be asked to provide the Release Code. Please create a release code (word or phrase) and write it below.

Release Code: \_\_\_\_\_

### STEP 2: DOCUMENTATION

Attach a copy of the most recent federal tax returns to demonstrate dependency.

### STEP 3: SUBMIT TO WPU RECORDS OFFICE

Submit at Upper Egtvedt Hall or via email at [records@warnerpacific.edu](mailto:records@warnerpacific.edu). Phone: 503-517-1515

### OFFICE USE ONLY

Documentation Received Date Received: \_\_\_\_\_ Tax Year: \_\_\_\_\_

Valid Through April 15, 20\_\_\_\_ Updated documentation must be submitted annually.