

# UA EARLY COLLEGE



## Release of Information from Student's Education Record To a Parent/Guardian

The University is permitted by law to disclose information from a student's education record to a parent/guardian if:

- the student is claimed as a dependent on current IRS tax returns; and/or
- the student consents in writing to the University of Alabama's release of information to the parent/guardian.

On the reverse side of this document you and your student will find a Record Release Form, designed to facilitate the University's ability to share student information with the parent/guardian in these two circumstances.

**Declaration of Dependency.** The top portion of the form is the student's "declaration of dependency." If your student verifies that he/she was claimed as a dependent on your IRS tax form filed during the current tax year, then the University is not prohibited from disclosing to you information from your student's education record, including but not limited to grades, schedule, class attendance, transcript, etc. However, this declaration of dependency status is valid for only the current tax year and must be resubmitted for each subsequent request.

**Consent to Release Information to Parent/Guardian.** The remainder of the form is a consent form for your student to authorize the University to release to you, as the parent/legal guardian, information from your student's University of Alabama education records. This authorization is valid for one year from the date of the student's signature.

### **Other Ways to Obtain Information Regarding Your Student.**

If your student does not sign the consent form or verify dependency status on the reverse side of this form, and you claim your student as a dependent on your tax return, you may submit to the Office of the University Registrar written notification that you are the parent/legal guardian of the named student and that you claimed said student on IRS income tax reports as a dependent. You must include a copy of the dependent section of the IRS tax return forms that you submitted for the current tax year. This notification must be signed by you and NOTARIZED by a current notary public. Like the student's declaration of dependency, this certification of dependency is valid for only that current tax year.

In addition, if we do not have adequate proof of the dependency status of your student or a written consent form signed by your student, the University of Alabama is not prohibited by law to disclose to you, as the parent/legal guardian:

- Information regarding your student's violation of UA drug and alcohol policies, provided your student is under the age of 21;
- Final results of a UA disciplinary proceeding if your student is disciplined for a crime of violence or a non-forcible sex offense;
- Information UA administrators deem necessary to tell you in a health or safety emergency involving your student;
- Information ordered to be released to a parent by a lawfully-issued subpoena; and
- Directory information, including student's address, phone number, and email address.

# RECORD RELEASE FORM [EARLY COLLEGE]

THE UNIVERSITY OF ALABAMA  
OFFICE OF THE UNIVERSITY REGISTRAR  
206 Student Services Center/Box 870134  
Tuscaloosa, Alabama 35487-0134  
Phone: 205-348-2020 FAX: 205-348-8187  
[www.registrar.ua.edu](http://www.registrar.ua.edu)

I SIGNIFY BY MY SIGNATURE BELOW THAT I AM LISTED AS A DEPENDENT ON THE FOLLOWING  
INDIVIDUAL(S)' FEDERAL TAX RETURN FOR THIS CURRENT TAX YEAR:

Father  Mother  Guardian

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE PRINT CLEARLY OR TYPE ALL INFORMATION

STUDENT'S FULL NAME: \_\_\_\_\_  
(Last) (First) (Middle)

STUDENT NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

Pursuant to the "Family Education Rights and Privacy Act" of 1974 and The University of Alabama Policy on Confidentiality of Records governing disclosure of data from a student's education record, I hereby authorize the release of any of my education records to the following individual(s) or agency(s) (please list each separately). **This authorization is effective only for one year from the date signed below by me unless I revoke it prior to that time by submitting a written request to revoke it to the Office of the University Registrar.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## FATHER/GUARDIAN TO RECEIVE EDUCATION RECORD/INFORMATION

NAME: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_  
(Last) (First)

MAILING ADDRESS: \_\_\_\_\_  
Street Address Apt. No.  
\_\_\_\_\_  
City State ZIP Phone: Area Code Number

## MOTHER/GUARDIAN TO RECEIVE EDUCATION RECORD/INFORMATION

NAME: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_  
(Last) (First)

MAILING ADDRESS: \_\_\_\_\_  
Street Address Apt. No.  
\_\_\_\_\_  
City State ZIP Phone: Area Code Number

## OTHER/GUARDIAN TO RECEIVE EDUCATION RECORD/INFORMATION

NAME: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_  
(Last) (First)

MAILING ADDRESS: \_\_\_\_\_  
Street Address Apt. No.  
\_\_\_\_\_  
City State ZIP Phone: Area Code Number