



Office of the Registrar

For Office Use Only:			
Student System Updated:	Y	N	Circle One.
Initials of Processor:	_____		
Processed Date:	_____		

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.

With few exceptions you are entitled, on your request, to be informed about the information UT Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT Dallas correct information about you that is held by us and that is incorrect. Be assured your UTD records are protected from unauthorized disclosure by federal law.

Your UT Dallas identification number is requested as it is a unique identification number maintained to assure the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Your disclosure of your UTD identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).



Office of the Registrar

PARENTS CERTIFICATION OF DEPENDENCY FORM
(For release of student records)

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

Student Date of Birth

UTD ID

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 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.

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

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