



William & Mary  
 Office of the University Registrar  
 Blow Memorial Hall Room 240  
 PO Box 8795  
 Williamsburg, VA 23187-8795  
 757-221-2800, fax 757-221-2151  
 registrar@wm.edu

# REQUEST FOR RELEASE OF STUDENT EDUCATION RECORD TO PARENT

**Notes to Parents:** At William & Mary, the student controls access to his or her own education record. Access to the education record of a dependent student (as defined by federal tax code) is available to parents through one of two approaches. The first, which the university prefers and recommends, is by the student's written release. Please encourage your student to sign a release in the Office of the Dean of Students. The second, without written release, requires the parent of a dependent student to request access to the education record under Virginia law by completing this form and providing proof of tax dependency. The student must be active at the University at the time of the request.

To request access as the parent of a dependent student, please complete this form, attaching a copy of your most recent U.S. federal tax return, and submit it to the Office of the University Registrar. Parents who have not filed a U.S. tax return are ineligible to request access to the student's record.

When this form is used to grant access, the university informs the student before providing the information to the parent. Response to the request will generally be completed as soon as practical, and within 45 days. A new form must be submitted for each information request.

If your inquiry is specific to financial aid, you may contact the Financial Aid Office directly without completing this form, if you have already provided your tax documentation to that office.

### SECTION 1: Student information

Student Name	Last	First	MI	Student ID Number
Dates of Attendance				Date of Birth

### SECTION 2: Parent/Guardian information

Parent Name	Last	First	MI	Parent Address (Street, City, State, Zip)
Parent Telephone Number(s)				Parent email address

Specific information requested (Provide dates covered, type of information, incident description if applicable, etc.) \_\_\_\_\_

➡ Attach most recent Federal income tax form showing that the student was claimed as a dependent.

I understand that my student will be informed of this request. I hereby certify that I have claimed the student as a dependent on my federal tax return for the most recent tax year (copy attached). I understand that I may not re-release any information I am given to a third party without the student's written consent.

➡ Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

➡ Submit form and copy of most recent Form 1040 to the University Registrar's Office

### SECTION 3: Routing Information / Office Use Only

Confirmed <u>  </u> / <u>  </u> / <u>  </u>	Student Informed <u>  </u> / <u>  </u> / <u>  </u>	Routed to _____ on <u>  </u> / <u>  </u> / <u>  </u>
Disposition: _____	Response <u>  </u> / <u>  </u> / <u>  </u>	Filed in _____
Notes: _____		