



WILEY COLLEGE

Unit of Student Records

711 Wiley Avenue - Marshall, Texas 75670
Phone: 903-927-3215 Fax: 1-800-382-0378

Parent FERPA Request Form

It is the policy of Wiley College, in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our students' educational records unless the student has consented to disclosure or FERPA allows disclosure. Directory information, such as name and address, may be disclosed to the public upon request. However, private information, such as grades, class schedules, the student's account, and financial aid awards may not be released without expressed consent from the student.

Parent(s) or guardian(s) may request access to their student's record without the student's written permission if the parents or guardians claim the student as a dependent according to the Internal Revenue Service code.

I, _____, am the _____ of
(Parent/Guardian Name) (Parent/Guardian Relationship to the Student)

_____, Wiley ID# _____ and have attached
(Student's Legal Name)

a copy of the last available year's IRS Federal Tax Return or other appropriate legal documentation, showing that he/she is my dependent.

Under the provisions of FERPA, I understand that I have the right to review and inspect the educational records of my dependent as defined in Section 152 of the Internal Revenue Code.

In accordance with the above provision, I certify that the student whose name appears above is my dependent and therefore, request access to the following educational record(s):

- _____ All Financial Records in the Student Accounts Office
- _____ All Financial Aid Information
- _____ All Academic Records
- _____ Other _____

Parent's Signature: _____ Date: _____

This authorization will remain in effect as long as the student remains in continuous enrollment at Wiley College. Should the student's dependency status change during his or her enrollment period, it will be the responsibility of the student to notify the Unit of Student Records/Registrar of his or her change in status.

Return this completed form and documentation to the address above.