

Parent's Declaration of Student's Dependency to Obtain Student Education Records – AR2450B

SMU ID: _____	Name: _____
	(Last) (First) (Middle)

The Family Educational Rights and Privacy Act of 1974, also known as FERPA and/or The Buckley Amendment of 1974, as amended, grants students attending post-secondary institutions certain rights and privacies regarding their education records.

Except as provided under FERPA, the University may not disclose information from a student's education records to third-parties without the student's written consent. While the University is not required to do so, it may disclose a student's education records to the taxpayer (parent(s)/guardian(s)) who is entitled to claim, or has claimed, the student as a dependent, as defined by the Internal Revenue Code, Section 152.

Parent(s)/guardian(s) must complete this form EACH TIME they wish to access the above-named student's education record. Written requests specifying requested records should accompany this form. It is recommended for the parent(s)/guardian(s) to gain access to their student's education record by the student granting access to them using the "Release of Education Record" feature within Access.SMU. This will avoid completion of this form for each individual request.

All currently enrolled students may view and print grade reports and unofficial transcripts by logging onto <https://access.smu.edu>.

TAXPAYER'S DECLARATION #1 (1 filer):

I, a U.S. taxpayer, hereby declare that the above-named student at Southern Methodist University is my dependent, as defined under the Internal Revenue Code, Section 152. I understand that this declaration is for a ONE TIME ONLY release of my student's education records. This form and a written request for education records must be submitted for each additional request.

Name (print): _____ **SSN:** _____

Relationship to Student: _____

Signature: _____ **Date:** _____

TAXPAYER'S DECLARATION #2, if appropriate (joint filers):

I, a U.S. taxpayer, hereby declare that the above-named student at Southern Methodist University is my dependent, as defined under the Internal Revenue Code, Section 152. I understand that this declaration is for a ONE TIME ONLY release of my student's education records. This form and a written request for education records must be submitted for each additional request.

Name (print): _____ **SSN:** _____

Relationship to Student: _____

Signature: _____ **Date:** _____

Please submit this form in person (preferred) along with the written request for education records to the SMU- University Registrar's Office, Laura Lee Blanton Building, 6185 Airline Rd., Dallas, TX. A valid photo ID is required for verification. You may also send the form by mail to SMU- University Registrar's Office, PO Box 750181, Dallas, TX 75275-0181 or by Fax to 214-768-2507. When mailing or faxing the form, you will need to include a copy of valid ID with signature.

A copy is mailed to the student.

FOR OFFICE USE ONLY (Please do not write below this line):

Registrar's Staff Processing: _____ **Date:** _____

Student's Mailing Address: