



The rising STAR of Texas

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Grant Access to Student Records

FERPA: The Family Educational Rights and Privacy Act

FERPA is a Federal Law designed to protect the privacy of a student's education records. The Law applies to all institutions of higher education which receive funds under applicable programs of the U.S. Department of Education. This act protects your personal information from unauthorized distribution to third parties. With limited exceptions, Texas State University must have a signed acknowledgement from you before personal information can be released to a third party (i.e. spouse, parent, employer, etc.).

Student Name: _____ TXST ID: **A**

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This form is your signed consent for Texas State University to release the indicated educational records to the individual identified. One form is required per authorized individual. If you wish to revoke this authorization, you will need to fill out a *Revoke Access to Student Records* form <http://www.registrar.txstate.edu/persistent-links/ferpa.html> Please fill out this form on-line, print, sign, and return to one of the offices indicated below. Once received, the document will be processed in 2 business days.

I _____ the undersigned, hereby voluntarily authorize Texas State University to release the following educational records to the designated individual or entity listed below (check all that apply):

- Academic Records/Transcript [Advising Center/Office of the University Registrar]
- Admission Records [Office of Undergraduate Admissions or The Graduate College]
- Financial Aid Records [Office of Financial Aid and Scholarships]
- Housing Related Records [Department of Housing and Residential Life]
- Student Financial Records [Student Business Services]
- Student Disciplinary Records [Office of the Dean of Students]
- All university records
- Other (Please specify) _____

Access to student records will only be granted to the individual listed below when they provide the verification word you assign. Be sure to give this word to the person identified below. The University will not release any of your information unless the authorized individual provides the verification word.

Please enter verification word:

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Designated Individual/Entity

Name: _____
 Address: _____
 Phone: _____
 Email: _____
 Relationship: Parent/Guardian Spouse Other _____
 Reason: _____

By signing this authorization, I am waiving my rights of nondisclosure of my student records under FERPA to the person or entity specifically listed herein. I hereby release and hold harmless Texas State University from any and all claims and liabilities that may arise from my instructions, including unauthorized viewing of my information by unintended recipients of mail or fax transmissions. If I am a dependent for tax purposes, Texas State University may (but is not required to) release educational records to parents and legal guardians, regardless of my consent. This executed FERPA Release Form will be in effect and retained in my student records from the date indicated below until I notify Texas State University of a change using the *Revoke Access to Student Records* form <http://www.registrar.txstate.edu/persistent-links/ferpa.html>.

Student Signature: _____ Date: _____

Please complete, print, sign, and return this form to the Office of the University Registrar, your academic advisor or the Office of Financial Aid and Scholarships. This form can be mailed, faxed or emailed to the following address:

Texas State University
 Attn: Office of the University Registrar
 601 University Dr.
 San Marcos, TX 78666
registrar@txstate.edu

Note: Allow two business days for this form to be processed and appear on your student record.
 Please retain a copy for your records as passwords will not be released.
This information is available in alternate format upon request from the Office of Disability Services.