

# 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/our-services/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 to 3 business days.

I \_\_\_\_\_ the undersigned, hereby 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 [Admissions Office]
- Financial Aid Records [Financial Aid Office]
- Student Financial Records [Student Business Services]

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

Please enter password:

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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/our-services/ferpa.html>.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete, print, sign, and return this form to Admissions, the Office of the University Registrar, your Academic Advisor or the Financial Aid and Scholarships office. 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](mailto: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.