



## FERPA RELEASE/PROXY AUTHORIZATION

The **Family Educational Rights and Privacy Act of 1974**, commonly referred to as **FERPA**, provides that all non-directory record information pertaining to a student (currently or formerly enrolled) that is maintained by the College must be available for inspection, review, and amendment by the student. Release and/or disclosure to third parties requires written authorization from the student in most cases. Dallas College requires this authorization to be submitted by the student to the College, accompanied by the student's valid photo ID. In addition, the student must specify the person(s) to whom authorization is being given, the relationship of the person(s) to the student, designated documents if not all-access, and the duration of the authorization. Only natural persons may be named as parties to this authorization; corporate entities may not be listed as authorized parties.

**THIS FORM WILL NOT BE ACCEPTED IF STUDENT PHOTO ID IS NOT PRESENTED AT THE TIME OF SUBMISSION**

**Dual Credit / ECHS students and parents will present ID when requesting information regarding student records.**

### STUDENT INFORMATION

Student Name (please print):

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

Dallas College ID Number: \_\_\_\_\_

Optional – Student date of birth: \_\_\_\_\_

(Do NOT list SSN. Copy of student's photo ID is required)

(if ID number is unknown)

**I hereby grant approval to Dallas College for the release of my student record information to the person(s) named below.**

Student Signature: \_\_\_\_\_ Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

(Presumed one year if left blank)

**AUTHORIZED RECORD ACCESS (Check all that apply.** If no selection is made below, access to "ALL" record will be presumed.)

- ☐ **ALL** – Includes all student record information on file and permits authorized person(s) to act as a proxy for the student.
- ☐ **OFFICIAL TRANSCRIPT(S)** – Permits authorized person(s) to order official Dallas College transcripts to be sent to a third-party individual, institution, company, or other organization.
- ☐ **DIPLOMA/CERTIFICATE** – Permits authorized person(s) to obtain any diploma(s) and/or certificate(s) earned by student.
- ☐ **ENROLLMENT VERIFICATION** – Permits authorized person(s) to verify student enrollment in Dallas College.
- ☐ **REGISTRATION** – Permits authorized person(s) to add or drop classes on behalf of student.
- ☐ **OTHER** (Please specify) - \_\_\_\_\_

**AUTHORIZED PERSON(S)** (Please print clearly. List each authorized person and relationship to student: P=Parent, G=Guardian, S=Spouse, O=Other)

**\*Note: Authorized person(s) MUST present photo ID at time of transaction.**

	P	G	S	O
<input type="checkbox"/> Release to _____ Relationship to student (Mark only one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Release to _____ Relationship to student (Mark only one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Release to _____ Relationship to student (Mark only one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Release to _____ Relationship to student (Mark only one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Release to _____ Relationship to student (Mark only one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### FOR OFFICE USE ONLY

STUDENT PHOTO IS REQUIRED WITH FORM

Verified by \_\_\_\_\_ Date \_\_\_\_\_

CAMPUS RECEIVING SUBMITTED FORM