

PARENT REQUEST FOR DISCLOSURE OF EDUCATION RECORD

TWO IMPORTANT POINTS TO REMEMBER WHEN REQUESTING YOUR STUDENT'S INFORMATION:

- Completing the *Parent Request for Disclosure of Education Record* form allows us to release your student's information for the current academic year based on your most recent tax return for which you claimed your student as a dependent. **If you need access next year, you will have to complete another form at that time.**
- Please note: We do not automatically release grades or other student information based on the completion of this *Parent Request for Disclosure of Education Record* form. You must contact us each time that you want the information from your student's record.

STUDENT INFORMATION:

Please provide as much information as possible. A copy of this disclosure will be sent to the student as well as his/her adviser(s).

Student Full Name	Major
Student ID #	Adviser
Social Security Number	2nd Major
Student Mail Box #	2nd Adviser

PARENT/GUARDIAN INFORMATION:

First Name	Middle Initial	Last Name
Address	City	State Zip
Home Phone	Work Phone	Cell Phone

I hereby affirm that I am the parent of the above-named student. This student is a dependent* and was so declared on the most recent federal income tax report. I understand that this entitles me to obtain information from his/her academic record without permission from my dependent and that the student will be notified that the information has been released.

**Dependent as defined in Section 152 of the IRS codes of 1986*

MAIL FORM TO: Office of the Registrar, Westminster College, 319 S. Market Street, New Wilmington, PA 16172

OR FAX: 724-946-6337

Parent/Guardian Signature

Date