



BOV POLICY #23 (2017) RELEASE OF EDUCATIONAL RECORDS TO PARENTS OF DEPENDENT STUDENTS

Policy Title:	Release of Educational Records to Parents of Dependent Students
Policy Type:	Board of Visitors
Policy No.:	BOV Policy # 23 (2017)
Approved Date:	September 15, 2017
Responsible Office:	Registrar's Office
Responsible Executive:	Provost and Vice President for Academic Affairs
Applies to:	University Community

POLICY STATEMENT

The Norfolk State University Board of Visitors is authorized under the *Code of Virginia* § 23.1-1900 et seq. and § 23.1-1300 et seq. to, among other things, make all necessary policies and procedures concerning the University. As such, the Board intends to promote a safe learning and working environment for the University community at all times. *Code of Virginia* § 23.1-1303(B)(5) requires the Board of Visitors of every public institution of higher education establish policies and procedures requiring the release of the educational record of a dependent student, as defined by the federal Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g), to a parent at his/her request.

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DEFINITION

Dependent Student: means a student under the age of 24 who is claimed for federal income tax purposes as a dependent by his/her parents.

Education Records: as defined by FERPA, those records, files, documents, and other materials which contain information directly related to a student; and are maintained by an educational agency or institution or by a person acting for such agency or institution.

FERPA: the acronym for the Family Educational Rights and Privacy Act, originally enacted in 1974 to: (1) assure parents of enrolled students' access to their education records, and (2) protect such individuals' right to privacy by limiting the transferability of their records without their consent. Parents transfer their rights under FERPA to their child when he or she has attained eighteen years of age or is attending an institution of postsecondary education.

CONTACTS

The Provost and Vice President for Academic Affairs officially interprets this policy and is responsible for matters pertaining to this policy as it relates to students. The Provost and Vice President for Academic Affairs is the Executive responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Registrar's Office.

POLICY CONTENTS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. The University may disclose any and all education records to parents of dependent students, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules within ten (10) business days.

Any parent requesting information pertaining to his/her dependent child's educational record based on dependency status must provide a written request to the Registrar's Office with the following information:

- Date of request,
- Student's name,
- Copy of the most recent year's tax return listing the student as a dependent,
- Copy of a valid government-issued identification card or passport,
- Specific records requested, and
- Signature.

Upon receipt of the parent's written request, the Office of the Registrar must notify the student of the request and the intent to disclose the records to the parent. Notifications are made via the



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student's electronic mail account. If the student has not signed a *Release of Information Agreement* listing the parent as someone the University has permission to disclose his/her educational record to, a reasonable amount of time must be given for the notification to reach the student and for the student to respond.

Students seeking to release his/her education record to their parents, should complete a FERPA Consent to Release Student Information form to allow parent(s) access to their educational record. Consent forms not submitted in person with proper ID are required to be notarized.

The Registrar will retain a copy of the request and any other documentation in the student's file

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office shall make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community affected by the Interim Policy as soon as feasible;
2. Submit the policy for inclusion in the online Policy Library within 14 days of approval by the Board; and
3. Post the policy on the appropriate SharePoint Site and/or Website.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

- **Next Scheduled Review:** September 2020
- **Approved date:** September 15, 2017
- **Revision History:** August 29, 2008
- **Supersedes:** Policy # 36.008 Release of Educational Record to Parents of Dependent Students (2008)

RELATED DOCUMENTS

- [Code of Virginia § 23.1-1303\(B\) \(5\)](#)

FORMS

- [Registrar's Office, Release of Information Agreement](#)