

FERPA Request by Parents of Dependent Students to Access Student Educational Records



The Family Educational Rights and Privacy Act (FERPA) allows students to access their educational records and limits the ability of others to access those records, except as authorized by law. FERPA also authorizes (but does not require) institutions like Pima Community College to release a student's educational records to his or her parent(s) without the student's prior written consent if the student is a qualifying dependent for federal income tax purposes as defined in Section 152 of the Internal Revenue Service Tax Code. If your child is an eligible dependent for federal income tax purposes, and you wish to access his/her education records from the College, please

1. Complete the following affidavit and have it notarized;
2. Attach a copy of your most recent tax return (or the relevant portion of it) showing the student as your dependent, and
3. Submit both documents according to submission instructions below.

NOTE: Pima is not required to release educational records to a parent, regardless of a student's age, even if the parent has completed and submitted the above documentation. The College may decline to release educational records if, in its sole discretion, determines the release would not be in the student's best educational interests.

AFFIDAVIT

This document is only valid for the Fall/Spring/Summer semester, 20____. A new affidavit must be submitted for each subsequent semester, along with the appropriate tax form.

Purpose of Request: _____

I/we, _____ parent(s) of

Student's name: _____ Date of Birth: _____ Student ID#: _____

a student at Pima Community College, hereby swear and/or affirm that the student identified herein is my/our dependent as defined in Section 152 of the United States Internal Revenue Code.

Signature(s) of Parent(s) _____

Mailing Address: _____

NOTARY SEAL

State of: _____ County of: _____

Subscribed and sworn to before me this ____ day of _____, 20____. My commission expires _____

Signature of Notary: _____

SUBMISSION INSTRUCTIONS

- **Registrar File Upload:** Upload the signed document to the Registrar File Upload through MyPima>Students>Register and Pay (must include copy of government-issued ID card and legal documentation specified on this FERPA form); or
- **Scan and email** to registrar@pima.edu. Submissions sent from personal email (non-Pima Community College email account) must include a notarized copy of government-issued ID card; or
- **Deliver in-person** to (must present a government-issued ID card) the Office of Enrollment Services and Registrar, 4905 E. Broadway Blvd., Suite B220; or
- **Mail** (must include notarized copy of government-issued ID card) to:
Pima Community College
Office of Enrollment Services and Registrar
4905B E. Broadway Blvd., Suite 220
Tucson, AZ 85709; or
- **Fax** (must include notarized copy of government-issued ID card) to: 520-206-4790

FOR OFFICIAL USE ONLY

Received By: _____ Dept./Office: _____ Date: _____