



OFFICE OF THE REGISTRAR
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**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
 AUTHORIZATION RELEASE FORM**

- This form allows students to grant parents, guardians, spouses, and/or others access to their educational records maintained by the Office of the Registrar, Business Office (Billing), Financial Aid Office and Dean of Students (Discipline Record).
- TAMUK maintains two types of student education records: directory information and other student records. Directory information is considered public information and will be released by the University upon request, in accordance with existing law.
- Any student who does not want directory information to be released, needs to place a check mark (✓) in the box below. **Please read the information provided in the box prior to selecting this option.**
- Please indicate your current preference for each category every time a change is made, to add or restrict information. **NOTE: If directory information has been restricted, then information will be released only to the parties designated below. Form is not accepted by Fax or Email.**
- I understand that this waives my rights under FERPA of 1974. I also understand that this release will remain active until I either appear in person or send a notarized statement to the Office of the Registrar at Texas A&M University-Kingsville to deactivate it.
- I give permission for the following designee(s) to have access to all my academic records:

PLEASE PRINT CLEARLY

(P=Parent, G=Guardian, S=Spouse, O=Other)

Release to Cancel Release _____ Relationship:
 Name P G S O (Circle One)

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Security Password – Extremely Important! In order to ensure secure access to your records, we require the creation of a security password that you share only with the designee(s) on this form. This information is critical in the event that the designee(s) contacts TAMUK via a phone call or in person, and requires information from your records. **If the authorized designee(s) correctly provides the security answer then your records will be shared with your designee(s).** However, the University reserves the right to deny access if there is any doubt as to the authenticity of the person(s) requesting access. It may be necessary for the designee(s) to present a photo ID and other documents in person in order to determine appropriate identification. For security purposes, email inquiries about your record will not be accepted. **It is required that you share your security answer with your designee(s)!**

Check (✓) the box if you want your directory information to be confidential.

Pursuant to the “Family Education Rights and Privacy Act of 1974” (FERPA), I request that my information classified as “directory information” be withheld by the University from public disclosure. However, I understand this information may be provided to Texas A&M University-Kingsville officials and other specified individuals as prescribed by FERPA. **NOTE:** Restricting certain directory information such as your name, program of study, or degrees received may prohibit any release of information regarding your attendance at TAMUK. This could prevent you from being recognized for awards, participating in commencement ceremonies, receiving enrollment verifications, etc.

 Print Name Student ID Number _____ Date _____

 Signature Security Password _____

Office of the Registrar’s Use Only: Processed by: _____ Date: _____

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student.

WHY SHOULD I SIGN THIS FORM?

If you sign this form, the person you have given access to will be able to discuss your records or student accounts with representatives of the University Registrar, Business Office, Financial Aid Office and Dean of Students without providing your written consent each time.

DOES EVERYONE NEED TO SIGN THIS FORM?

No. Students should only sign this form if they want to give someone outside the university access to their educational records. (See directory information below).

CAN I CHANGE MY MIND?

Yes. If you decide that you no longer want others to have access to your records just fill out a new form and cancel the release.

WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?

Records such as financial aid files, advisement files, disciplinary records, admission files and academic records are all available upon request by designated parties.

WHAT DOES THE UNIVERSITY CONSIDER DIRECTORY INFORMATION?

Directory information can be given out without the student's written consent. Texas A&M University-Kingsville defines directory information as a student's name, a local and home address, telephone number, major or minor, number of hours enrolled in current semester, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and all previous educational agencies or institutions attended. The information is released to anyone, unless restricted by written authorization of the student. Contact staff in the Office of the Registrar if you wish to restrict this information.

NOTE: IF DIRECTORY INFORMATION HAS BEEN RESTRICTED THEN INFORMATION WILL BE RELEASED ONLY TO PARTIES DESIGNATED ON THE OTHER SIDE OF THIS FORM.