



Parent/Guardian Verification of Student Dependent Status

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records, both financial and academic. For the student’s protection, FERPA limits release of student record information without the student’s explicit written consent; however it also gives the student’s parent(s)/guardian(s) the right to review those records if the parent(s)/guardian(s) claim the student as a dependent on their Federal Income Tax Return.

Instructions: Please read this form carefully. Complete the form, attach the required documentation, and return them to the Records Office in the Student OneStop, email to recordsoffice@wscc.edu, mail to 710 Colegate Drive, Marietta, Ohio 45750, or fax to 740-568-1965.

This form must be completed and returned with a **signed copy** of your most recent Federal Income Tax Return to certify that the student is your dependent according to Section 152 or the Internal Revenue Code. This verification is only valid for the current academic year through the Spring Semester. **Since IRS dependency can change annually, you must submit copies of your Federal Income Tax Return each year along with this form to continue to access the student’s records.**

This release is to gain access to my dependent’s financial and/or all academic and advising records in all offices on Washington State College of Ohio’s campus.

I certify that I am the parent(s)/guardian(s) of (please print) _____ with WSCO Student ID# _____ and that the student is dependent according to Section 152 of the Internal Revenue Code.

Parent/Guardian Name – Please Print

Parent/Guardian Signature

Date

Parent/Guardian Home Address & Phone Number

NOTE TO PARENTS/GUARDIANS: If your child is not a dependent as defined by IRS standards, Washington State College of Ohio will only be able to release information about the student’s financial and academic record if the student completes the **Family Educational Rights and Privacy Act (FERPA) Release/Revocation Form**.

OFFICE USE ONLY: _____
Academic Year Processed By Date