

## **RELEASE OF STUDENT INFORMATION**

### **FERPA – Family Education Rights and Privacy Act of 1974**

The Family Rights and Privacy Act of 1974 (FERPA), as amended, states that when a student begins attending a college or university, the rights previously accorded to the parents shall be accorded to the student. While a student is in secondary school, the parents of that student have generally free access to information about their child. However, once a child reaches the age of 18 or goes to college, the rights of the parents to the information are passed to the student.

The University may release information to the parents of a student, without the student's written consent, only if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954. The payment of a student's tuition by the parent does not, by itself, give the parent the right of access to a student's record.

The faculty, staff, or administration of the University of Pittsburgh at Greensburg may disclose information to parents of dependent children (or other parties as indicated) by one of the following procedures:

1. By obtaining the student's written consent. The completion of the "Student Information Release" form will allow faculty, staff, or administration of the University of Pittsburgh at Greensburg to disclose copies of scholastic and other records to those parties listed by the student. This form will be kept on file in the Office of the Registrar.
2. By submission of a copy of the first page of a parent's income tax return which shows that the requesting parent has indeed claimed the student as a dependent on the most recent tax return. The Office of the Registrar requires only the front page of the return and the parents may delete the actual financial information. Where the parents are divorced, we will accept a copy of a court decree (or a Settlement Agreement incorporated into the court decree) which gives one party or the other the right to claim a certain child as a dependent for income tax purposes.

Federal law clearly states that the student must be claimed as a dependent and not just that a parent is assisting in the costs of education of the student. Parents complying with one of the above procedures may have access to the educational records of their dependent children.

To share access to student account information regarding billing and payments, students can authorize their parents, guardians, spouses, or others access to their student account in PittPAY. To do so, the student should login to PittPAY and select Manage Authorized Users on the Accounts Summary tab. For information about PittPAY, please visit [www.payments.pitt.edu](http://www.payments.pitt.edu).

## Authorization to Release Student Information

I grant permission for members of the Greensburg faculty, staff, and administration to release information pertaining to my academic, financial aid, or disciplinary status to those person(s) listed below. This includes information pertaining to student classification, grades, and compliance with academic and institutional policies and procedures. This release remains effective as long as I am enrolled as a student at the University of Pittsburgh at Greensburg or until I otherwise notify the Office of the Registrar.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's PeopleSoft #

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name(s) of individual(s) who may receive information pertaining to the above-mentioned student:

1.  
\_\_\_\_\_

2.  
\_\_\_\_\_

Address

1.  
\_\_\_\_\_

2.  
\_\_\_\_\_

If this form is not received by the Office of the Registrar, it will be assumed that only the student will receive information pertaining to his/her academic, billing, financial aid, and disciplinary status.

**Return completed form to: Office of the Registrar, University of Pittsburgh at Greensburg  
120 Millstein Library  
150 Finoli Drive  
Greensburg, PA 15601**

To share access to student account information regarding billing and payments, students can authorize their parents, guardians, spouses, or others access to their student account in PittPAY. To do so, the student should login to PittPAY and select Manage Authorized Users on the Accounts Summary tab. For information about PittPAY, please visit [www.payments.pitt.edu](http://www.payments.pitt.edu).

**OFFICE USE ONLY:**

**Date Received:**

**Processed by:**