

Certification of Dependency Form

This form can be filled out with Adobe Acrobat and then printed for signatures. Upon completion, this form should be returned to Texas A&M University, Office of the Registrar, Records Section, P.O. Box 30018, College Station, TX 77842-3018; or faxed to 979-845-1086. Any questions may be directed to 979-845-1003 or records@tamu.edu.

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), the parents of a student claimed as a dependent for federal income tax purposes (as defined by the Internal Revenue Code of 1954, Section 152), **may be** given access to the student's educational records. Access does not permit a parent to make changes to a student's educational record.

STUDENTS: In completing this form, please note the following guidelines:

1. Print or type your **full, legal name** where indicated below.
2. **Grades will not be mailed to you or your parents.**
 - a. Parents/guardians may be given access to Howdy to view your grades. However, you must authorize this access on the My Record tab in Howdy. Please go to <https://howdy.tamu.edu> and click on 'Parent Access' for more information.
 - b. Mid-term grades are reported at the beginning of the eighth week of classes in the fall and spring semesters for enrolled undergraduate students who have completed fewer than 30 hours of course work at Texas A&M or who have a cumulative GPA at Texas A&M of less than 2.0.
3. Once submitted, this form is effective until such time as you declare in writing that you are no longer a dependent of your parent(s) for federal income tax purposes. Once this declaration has been filed in the Office of the Registrar, your educational records will no longer be made available to your parent without your written consent.
4. Regulations allow release of information to either natural parent even in cases where only one parent claims the student as a dependent for federal income tax purposes. Step-parents are not assumed to have access under this provision and will need written consent in order to gain access to your records.
5. Parents trying to gain access under this provision should be advised that the Office of the Registrar may not provide private student information via e-mail, telephone, or any other medium through which the identity of the person seeking access can not be verified or documented.

This form will not be accepted and processed without the signatures of the parent(s) or guardian(s) AND the student.

Print Full LEGAL Name as it Appears on Your Records

Student's ID

Date of Birth

Print Parent or Guardian's Name

Parent/Guardian Signature

Relationship

Print Alternate Parent or Guardian's Name (optional)

Alternate Parent Signature

Relationship

CERTIFICATION: I understand that under FERPA, Texas A&M University **may release information** contained in my educational records to my parents if I am claimed as a dependent for Federal Income Tax purposes. With my signature below, I hereby certify that I am claimed as a dependent by one or both of the parents listed above. I also understand that by signing this form, my parents may be given access to my educational records until such time as I submit a declaration in writing to the Texas A&M University Office of the Registrar that I am no longer claimed as a dependent for federal income tax purposes.

Student's Signature

Date