



# Family Educational Rights and Privacy Act (FERPA) Parental Affidavit for Academic Information

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. In accordance with FERPA guidelines, Lenoir Community College (LCC) is not able to provide confidential information pertaining to students without one of the following:

*Written Consent from Student:* The **FERPA Release Form** may be completed in person in the Registrar’s Office or sent electronically through the student’s LancerMAIL (official LCC email system) to [regoffice@lenoircc.edu](mailto:regoffice@lenoircc.edu), the Registrar’s Office.

**OR**

*Written Request from Parent/Legal Guardian:* The **Parental Affidavit for Academic Information** form must be accompanied by a copy of an income tax form showing the parent/legal guardian claimed the student on the most recent tax return. All financial information may be suppressed, but the student’s name and social security number must be listed under the dependents section of the most recent Federal Income Tax Form.

## PARENTAL AFFIDAVIT FOR ACADEMIC INFORMATION

To: Lenoir Community College

From:

First name	MI	Last name	
Street Address		City	State Zip Code

Subject: Dependent Information

Under federal Legislation, the Family Educational Rights Act of 1974, I understand that as a parent/legal guardian, I may request certain student data, such as grades, dates of attendance, and other records under the custody of Lenoir Community College.

I, \_\_\_\_\_, certify that

\_\_\_\_\_ is my dependent and has  
*Full name of student* *Date of Birth*

been claimed as such on my most recent Federal Income Tax Form.

**NOTE: Please provide a copy of your most recent Tax Form as documentation**

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

3/2/2020