



## CONSENT TO DISCLOSE STUDENT RECORDS MAINTAINED BY THE OFFICES OF THE DEAN OF STUDENT LIFE

This release represents your written consent to disclose educational records maintained by the Offices of the Dean of Student Life to specific individuals identified below. Please read this document carefully, fill in all blanks, and initial where indicated as to which documents may be disclosed.

I, \_\_\_\_\_  
[Print Full Name] [UIN Number]

AM / WAS a student at Texas A&M University (TAMU) and hereby give my voluntary  
[Circle one]

consent to the Offices of the Dean of Student Life to disclose the following records  
[Initial appropriate item(s)]:

- \_\_\_\_\_ Contents of Individual Disciplinary File (copies of files are not provided, and files may not leave SCO)
- \_\_\_\_\_ Other: (please specify) \_\_\_\_\_

to the following person(s): \_\_\_\_\_  
\_\_\_\_\_

These records are being released for the purpose of : \_\_\_\_\_  
[Indicate the purpose of disclosure (i.e. communication with parents)]

Please Indicate your access preference regarding the nature of this record release  
[Initial appropriate item(s)]:

- \_\_\_\_\_ Provide personal access to documentation contained in file (files may not leave the SCO).
- \_\_\_\_\_ Authorize Student Life staff to orally discuss information contained in file.
- \_\_\_\_\_ All of the above.

I understand that under the Family Educational Rights and Privacy Act of 1974, no disclosure of my records can be made without my written consent unless otherwise provided for, in legal statues and judicial decisions. I also understand that I may revoke this consent at any time (via written request to the Dean of Student Life) except to the extent that action has already been taken upon this release.

\_\_\_\_\_  
[Signature of Student] [Date] [Last Date Records Can Be Disclosed]

\_\_\_\_\_  
[Signature of Student Life Staff Member] [Date]

## CONFIDENTIALITY OF STUDENT EDUCATIONAL RECORDS

Texas A&M University and the Offices of the Dean of Student Life seeks to assure the confidentiality of student educational records in accordance with Board of Regents' policies, state laws, and the Family Educational Rights and Privacy Act of 1974 (FERPA -20 U.S.C. Sections 1232G; and implementing regulations, 34 C.F.R. Section 99.1 et seq) known as the Buckley Amendment.

In general, all present and past students have the right to personally review his or her own educational records for information and have those records corrected when they are inaccurate, misleading, or in violation of FERPA. Parents of dependent students, as defined by the Internal Revenue Service Code of 1986, have these same rights.

### RIGHTS OF STUDENT TO CONSENT PRIOR TO RECORDS RELEASE

**Student educational record information *will not* be transmitted to third parties outside the University without the student's written consent, *with the following exceptions:***

- Directory information: Student's name, address, telephone listing, e-mail address, birth-date and place, parent's names and address, UIN, academic major, dates of attendance, class schedule, degrees and awards received, participation in officially recognized activities and sports, weight and height of athletic team members, previous educational institution attended, sex, age, nationality, race, and class standing of the student. This information will be released to anyone requesting it unless the University has received timely and appropriate written objection to such release.
- To parents if the student is financially dependent upon the parent (IRS code definition of 1986). The burden of identifying such dependency rests with the student or the parent.
- Information concerning application for or receipt of financial aid, which may be released to official agencies involved in decisions on aid allocation.
- Information released to University officials with a legitimate educational interest
- Information required by federal or state agencies as specifically provided by law.
- Information released in compliance with lawful subpoenas. Reasonable attempts to notify students will be made prior to such compliance with a subpoena.
- Information needed in connection with an emergency to protect the health or safety of the student or other persons.
- Information regarding the results of a student conduct hearing may be disclosed to an alleged victim(s) of any incident of violence with respect to that incident.

### EXCEPTIONS TO ACCESS RIGHTS.

**Students -DO NOT have access to the following records:**

- Personal notes of administrative, faculty or supervisory personnel which are not accessible to or revealed to other parties;
- Financial information of parents;
- Confidential letters of recommendation placed in files before January 1, 1975, or those where the student has waived the right to access;
- Medical, psychiatric, or psychological data recorded by professionals or paraprofessionals solely, for their own use in treatment of the student; however, such records can be reviewed by a physician or other appropriate professional of the student's choice;
- Employment records used only in relation to student employment by the University, except where such employment is a result of status as a student;
- Records concerning admission to an academic component of the University which the student has never attended.

**For more information regarding Student Records Rule and FERPA see <http://www.tamu.edu/carc/urules/urules/130299m1.htm> or contact the TAMU Office of the Registrar.**