



UNIVERSITY OF MISSOURI-KANSAS CITY

FERPA: Access to Student Records

OFFICE OF REGISTRATION & RECORDS

In accordance with the Family Educational Rights and Privacy Act (FERPA) and University of Missouri Collected Rules and Regulations, this form allows a student to grant parents, guardians, spouse, and/or others access to their educational records maintained by the Office of Registration & Records, Cashiers and Collections Office, Financial Aid & Scholarships Office, and Residential Life.

- Anyone given access to a student's record may have access to ALL of the student's academic records. For example, a student cannot give a parent access to their billing information, but not give them access to view their grades.
- All permissions granted will stay in effect until revoked in writing by the student.
- **Please note that it is University policy not to release student records over the phone.** Requests should be made in-person at the above named offices and must be accompanied by appropriate photo identification.

I give permission for the following person(s) to have access to my academic record.

Please Print Clearly

_____ Name	_____ Relationship	<input type="checkbox"/> Grant Access <input type="checkbox"/> Rescind Access
_____ Name	_____ Relationship	<input type="checkbox"/> Grant Access <input type="checkbox"/> Rescind Access
_____ Name	_____ Relationship	<input type="checkbox"/> Grant Access <input type="checkbox"/> Rescind Access
_____ Name	_____ Relationship	<input type="checkbox"/> Grant Access <input type="checkbox"/> Rescind Access

In lieu of a student's written consent, a parent/guardian may attach a copy of their most recent Federal Income Tax Return to certify that the student is your dependent according to Section 152 of the Internal Revenue Code (financial information may be blacked out). Since IRS dependency can change annually, you must submit copies of your Federal Income Tax Return each year along with this form to continue access to your student's records.

Print Name

Student ID

Student Signature

Date

Return this form to the UMKC Registration & Records office:

Mailing Address:
Registration & Records Office
University of Missouri-Kansas City
5100 Rockhill Road, 115 AC
Kansas City, MO 64110

Email:
registrar@umkc.edu

Fax:
816-235-5513

Secure File Upload:
Upload through Pathway
Student Center, click the
Secure File Upload box and
follow prompts

Questions? Contact the Registration & Records office at 816-235-1125

Processed by: _____ Date: _____