



SACRAMENTO
STATE

California State University, Sacramento

Office of the University Registrar

6000 J Street • Lassen Hall 2000 • Sacramento, CA 95819-6056

T (916) 278-1000 • F (916) 278-6453 • www.csus.edu/registrar

Dear Student, Parent or Guardian:

The *Family Educational Rights and Privacy Act* (FERPA) of 1974, as amended, seeks to guarantee a student's right of access to education records, financial records and the confidentiality of student information. An education record is a record maintained by the University, is directly related to a student, and includes information such as class schedule, grades, grade point average, fees and financial obligations due the University.

A student's education record may not be released to parents unless one of the following conditions has been met:

1. Through the written consent of the student
2. In compliance with a lawfully issued subpoena
3. In connection with some health or safety emergency
4. By submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form, as identified by the Internal Revenue Code of 1986, Section 152

A student may give written consent to release education record information to a parent by submitting the **Student Consent for Release of Information** form. The form is available on the web* or from the Student Services Counter.

A parent/guardian may certify the student is legally his/her dependent as stated on the most recent federal income tax return and by submitting it to the Student Services Counter. The **Certification of Financial Dependency** form is available on the web* or from the Student Services Counter.

If we can be of any further assistance or if you have any specific questions regarding this process or other records or registration-related procedures, please contact us directly at 916-278-1000 or send an email to registrar@csus.edu

Sincerely,

University Registrar

*The Registrar's Office forms are presently available as Adobe Acrobat PDF files, which require that you have Adobe Acrobat Reader installed on your computer. If you do not have Adobe Acrobat Reader, you can download a free copy from the Adobe web site: <http://www.adobe.com/products/acrobat/readstep.html>