



Parental/Third Party Inquiry Form

Please insure that the caller provides information, and that no information is volunteered by whomever is taking the message.

Parent's Name: _____

Student's Name: _____

Student's RNumber and/or DOB: _____

Issue:

If related to specific instructor/class:

Name of Professor: _____

Name and Number of Class: _____

With whom have you discussed this issue prior?

- Advisor: (Name) _____
- Instructor: (Name) _____
- Chair: (Name) _____
- Dean: (Name) _____
- Other: (Name) _____

Parent/Third Party Contact Information: _____

Parent/Third Party Phone Number: _____

Parent/Third Party Email Address: _____

Current FERPA Waiver on file? (***Always*** check on Xtender) Yes No

If there is no waiver on file, notify the caller that before an issue regarding their student may be discussed with anyone other than the student him/herself, a FERPA Authorization Waiver signed by the student must be on file with the Office of the Registrar. The options at this point are:

- The **student** may set an appointment to visit with the Dean/Provost Office regarding the situation.
- The **student** may go to room 103 of West Hall to place a waiver on file authorizing TTU to discuss their record with the parent/third party.

For Office Use only:

- Date and Time Xtender checked for FERPA waiver: _____
- FERPA waiver attached
- Unofficial Raiderlink Transcript attached (If needed for reference, do not release to caller. They may be directed to order an official transcript from the Registrar's website: <http://www.depts.ttu.edu/registrar/>)

Note:

- Prior to any contact made with the parent/third party, the student's Xtender file should be checked to insure permission has not been rescinded.
- FERPA authorization only grants access to information, it does not authorize the individual to act on behalf of the student.

This form is provided by the Office of the Registrar to assist departments in insuring proper steps are taken to protect the FERPA rights of past, current, and future students of Texas Tech University. If you have any questions regarding the proper handling of educational records, please contact the Office of the Registrar for assistance. In the event of a FERPA investigation or subpoena request, this form should be kept on file and provided to the Office of the Registrar along with any notes regarding records released or discussed with the parent/third party.