



CERTIFICATE OF DEPENDENCY FORM

Office of the
University Registrar

Chubb Hall
Athens OH 45701-2979

Under federal legislation, the Family Educational Rights and Privacy Act of 1974, I understand that if my son or daughter is carried as a dependent for federal income tax purposes (as defined by Internal Revenue Code of 1954, Section 152), I may request that his/her grade report and/or class schedule be forwarded to me at the end of each quarter or for a \$5.00 fee, I may request an official transcript of my son's/daughter's complete academic history.

Print full legal name of dependent student

Student Identification Number

Birth Date

In accordance with the above provision, I certify that my son or daughter listed above is dependent upon me for support and that I contributed more than half of his/her total expenses during the last tax period and claimed the student as being a dependent on my most recent federal income tax statement.

Signature of Parent or Guardian

Print name of Parent or Guardian

Date

Street Address or Box Number

City

State

Zip

Phone Number

Parent or Guardian E-mail Address

TYPE OF RECORD REQUESTED:

- _____
QUARTERLY GRADE REPORTS (*no charge*)

OFFICIAL TRANSCRIPT (*\$5 per transcript*)

CLASS SCHEDULE (*no charge*)

Please note the following guidelines:

1. Print the full legal name as it appears on the birth certificate of your son/daughter.
2. The University Registrar may require that you submit official documentation such as income tax statements, receipts of expenditures, etc., as proof that you qualify as a parent/guardian of a dependent student, as defined by the Internal Revenue Code of 1954.
3. Grades for the dependent student will be mailed to the name and address of the person filing this certificate.
4. For any future transcript or class schedule requests, please include a copy of this Certificate of Dependency form and enclose the proper payment with the written request.
5. The dependent student will be notified via e-mail that a Certificate of Dependency form has been received.
6. Ohio University will assume that the dependency status of this student has not changed unless otherwise notified in writing by the person submitting this Certificate of Dependency form or the student.
7. A student has the legal authority to sign and submit a Certificate of Non-Dependency form to the Office of the University Registrar indicating that he/she is no longer a dependent of the parent/guardian for federal income tax purposes. Once this certificate is on file in the Office of the University Registrar, the grades will no longer be sent to the parent/guardian of the student.
8. Please mail this form to the address listed at the top of this form or fax to (740) 593-0216.
9. Questions should be directed to the grades division of the Office of the University Registrar (740) 593-4198.

OHIO UNIVERSITY – OFFICE OF THE UNIVERSITY REGISTRAR USE ONLY

Form approved/proces sed by: _____

Date: _____