

Parent Access & Certification of Dependency Information

Students have a couple of options for providing parents/guardians access to certain non-directory information (e.g., grades) as follows:

1. Parent access via Howdy portal - Current students may authorize [parent/guardian access](#) to view certain non-directory information (e.g., grades) within [Howdy](#). In order for parents/guardians to gain access to this information in Howdy, the student must request it via the My Record tab in Howdy. Once a student is no longer enrolled at Texas A&M University, a parent's/guardian's Howdy account will be inactivated. If a student re-enrolls at Texas A&M University, the student may re-activate the parent/guardian Howdy accounts. Once parent/guardian Howdy access has been inactivated upon their student becoming a former student, parents/guardians may still contact the Registrar's Office to obtain information on their former student, providing the parent/guardian is able to demonstrate eligibility to receive this information in compliance with Family Educational Rights and Privacy Act of 1974 ([FERPA](#)). Click [Parent/Guardian Access](#) for more information about setting up a parent profile in Howdy.
2. Certificate of Dependency form - Per the Family Educational Rights and Privacy Act of 1974 (FERPA), the parents of a student claimed as a dependent for federal income tax purposes (as defined by the Internal Revenue Code of 1954, Section 152), **may be** given access to the student's educational records. Access does not permit a parent to make changes to a student's educational record. Students must initiate the request and will also require parent name(s) and signature(s).

Certificate of Dependency forms may be completed electronically via DocuSign. To proceed, please go to:

[Certificate of Dependency DocuSign](#)

STUDENTS: DocuSign provides a paperless method for students and parents to complete the Certificate of Dependency form electronically. By clicking the link above, students will be directed to login with the same NetID and password as they use for Howdy access. Once logged in, the student will be asked to provide the name and email address of their parent(s). Students and parents can then complete the form paperless, by providing their electronic signature(s). The form is electronically routed to the Office of the Registrar for processing. *DocuSign will also allow the form to be printed and submitted on paper, in lieu of the electronic method if desired. Students or parents can select that option during the DocuSign process.*

In completing the Certificate of Dependency form, please note the following guidelines:

Grades will not be mailed to you or your parents (see access options in #1).

- Mid-term grades are reported at the beginning of the eighth week of classes in the fall and spring semesters for enrolled undergraduate students who have completed fewer than 30 hours of course work at Texas A&M or who have a cumulative GPA at Texas A&M of less than 2.0.
- Final grades at the end of each term are posted and made available for viewing in Howdy after 5pm, the day final grades are due as indicated on the [Academic Calendar](#).
- There is no official grade report provided by the institution. If there is a need for an official university document that contains grades, students will need to order an Official Transcript in Howdy after confirming grades have posted for the term. Otherwise, grades for the term can be viewed online in Howdy.

Receipt of multiple or subsequent Certificate of Dependency forms will be treated as an addition to the student's educational record. Previous Certificate of Dependency forms will remain valid, as once the Certificate of Dependency form is submitted, the form is effective until such time as you declare in writing that you are no longer a dependent of your parent(s) for federal income tax purposes. Once this declaration has been filed in the Office of the Registrar, your educational records will no longer be made available to your parent without your written consent.

Regulations allow release of information to either natural parent even in cases where only one parent claims the student as a dependent for federal income tax purposes. Step-parents are not assumed to have access under this provision and will need written consent in order to gain access to your records.

Parents trying to gain access under this provision should be advised that the Office of the Registrar may not provide private student information via e-mail, telephone, or any other medium through which the identity of the person seeking access cannot be verified or documented.