

**Guidelines**  
**REQUEST FOR RELEASE OF INFORMATION TO**  
**PARENT / GUARDIAN / SPOUSE / EXECUTOR – EXECUTRIX**  
**IDENTIFICATION CERTIFICATION FORM**

**Proof of Identification**

The following guidelines are to be used in the event of the death of a student regarding access to the student's educational record. Sacramento State will continue to treat the academic records of the deceased student as any other student in that only directory information may be released to third parties. It has been a matter of practice that Sacramento State requires documentation that verifies power of attorney or executor/executrix authorization that allows disclosure or release of educational records other than directory to survivors or other third parties.

Proper documentation needs to be provided to verify the relationship of the requestor. As this may be a delicate matter especially in regard to timing of the request, Sacramento State must perform due diligence to assure the privacy and confidentiality of the student's record. Examples of this documentation are: Parent – birth certificate; power of attorney or subpoena; certification of financial dependency as provided in the most recent federal income tax return where the student is claimed as a dependent; Spouse – marriage certificate; power of attorney or subpoena; Next of Kin – power of attorney or subpoena, certification of financial dependency as provided on the most recent federal income tax return; Executor or Executrix – power of attorney or subpoena; or lawfully submitted documents.

Once this documentation is provided and verified, the person will be identified as the owner of the student's record and any release of information must have this person's consent.

Unless authorized by one of the following, executor/executrix, parent/guardian, or spouse/next of kin if an executor/executrix has not been appointed, Sacramento State will not permit release of the deceased student's education record for a period of twenty-five years after death.

All requests must be reviewed and approved by the University Registrar or designee.