

**Complete, and mail or deliver this form to Registrar's Office, Richard Bland College, 11301 Johnson Road, Petersburg, VA 23805  
FAX 804-862-6189. Questions? Call 804-862-6185 or 804-862-6238. (Information "Withholding" Form is on the back of this form.)**

### STUDENT INFORMATION RELEASE FORM

I have read and understand The Family Rights and Privacy Act of 1974 (outlined below), and based on my rights in accordance with the Act, I, \_\_\_\_\_ authorize Richard Bland College to release financial aid, academic and enrollment

**Print student name here**

information to:

\_\_\_\_\_ **Print Name/Organization/Representative who may receive information**

\_\_\_\_\_  
**Student's signature**

\_\_\_\_\_  
**Beginning date**

to

/

\_\_\_\_\_  
**Ending date**

Only Directory Information will be released after the last date indicated above.

#### **Student Record Policy**

The Family Educational Rights and Privacy Act of 1974 is a Federal Law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available.

The law provides that the institution will maintain the confidentiality of student education records. Richard Bland College of The College of William and Mary accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from education records without the consent of students except to personnel within the institution, to officials of other institutions in which students were enrolled and/or seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation functions, to persons in compliance with a judicial order, to military personnel, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Richard Bland College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Registrar's office, the Advisors, Financial Aid staff, Admissions personnel, and academic personnel within the limitations of their need to know.

At its discretion, the institution may provide Directory Information in accordance with the provision of the act to include student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous education agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar in writing within two weeks after the first day of class for the Fall Term.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Registrar at Richard Bland College has been designated by the institution as the individual responsible for coordinating the inspection and review procedures for student educational records. These records include admission, personal, academic, and financial files, as well as academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Only records covered in the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document that exists elsewhere). Education records do not include records of instruction, administrative, and educational personnel that are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, Student health records, employment records, or alumni records. Physicians of the student's choosing, however, may review health records.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents, confidential letters, and recommendations associated with admissions, employment, or job placement; honors to which they have waived their rights of inspection and review; or education records containing information about more than one student (in such cases the institution will permit access only to that part of the record which pertains to the inquiring student). The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Registrar of their right to a formal hearing. Student request for a formal hearing must be made in writing to the Provost who, within a reasonable period of time after receiving such requests, will inform student of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing panels, which will adjudicate such challenges, will be the Provost, the Director of Student Support Services, and the Registrar.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students records, and released whenever the records in question are disclosed.

Students who believe that the adjudication's of their challenges were unfair or not in keeping with the provisions of the act may request, in writing, assistance from the President of the institution. Further, students who believe that their rights have been abridged may file complaints with The Family Educational Rights and Privacy Act office (FERPA), Department of Education, Room 3021 FOB6, 400 Maryland Avenue, S.W., Washington, D.C. 20202, concerning the alleged failures of Richard Bland College to comply with the Act. Revisions and clarifications will be published as experience with the law and institution's policy warrants.