



Richard Bland College  
of WILLIAM & MARY

Office of Records & Registration  
Richard Bland College  
11301 Johnson Road – South Prince George, VA 23805 804-862-6100 ext. 6247 FAX – 804-862-6206

## Family Educational Rights and Privacy Act (FERPA) Release Form

### STUDENT INFORMATION

|                                |              |                                |
|--------------------------------|--------------|--------------------------------|
| _____                          |              | R# _____                       |
| Student Name (Last, First, MI) |              | Student ID #                   |
| _____@_____                    | (____) _____ | ____/____/_____                |
| RBC Email Address              | Phone #      | Effective Date of this Request |

### READ CAREFULLY

Send your completed form from your **RBC email address** only to [recordshelp@rbc.edu](mailto:recordshelp@rbc.edu)

The Family Rights and Privacy Act of 1974 (FERPA) is published in the College Catalog available by going to [www.rbc.edu](http://www.rbc.edu) and searching "Catalog," then FERPA). According to FERPA, a student must consent in writing to the release of his/her Academic records (select below).

Please complete and sign this form to authorize the release of your academic, financial and disciplinary records for the tenure of your enrollment to Richard Bland College of William & Mary to the individual(s) indicated below.

|  |       |
|--|-------|
| _____  | _____ |
| Person(s) who <b>may</b> access your records                 |       |
| _____  | _____ |
| Relationship to the student (Parent, Spouse, Employer, etc.) |       |

\_\_\_\_\_

Please select a passcode and provide it to the person(s) who may access your records listed above  
(NOTE: Passcode must be a combination of 6 characters, numbers and lowercase letters only)

### Student Declaration:

I understand the Family Rights and Privacy Act of 1974. Based on my rights in accordance with the Act, I request Richard Bland College to release academic, financial aid, and enrollment information to the person(s) named above.

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

\_\_\_\_\_  
Date