



Student Information Release

STUDENT INFORMATION

			R#
Student Name (Last)	(First)	(MI)	Student ID #
@	()	/ /	
Email Address	Phone #	Effective Date of this Request	

READ CAREFULLY

Deliver this completed form to the Office of Records & Registration via email or fax
EMAIL recordshelp@rbc.edu
FAX 804-862-6206

NOTE: If you choose to email your form you must send it from your RBC email address.

The Family Rights and Privacy Act of 1974 (FERPA) is published in the College Catalog available by going to 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 **may** access your records.

Relationship to the student ("parent", "spouse", "employer", etc.)

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

Notary signature
(Required if not signed in the presence of an RBC or Verto Official)

Date

RBC or Verto Official signature
(Required if not signed in the presence of a notary; may not be a Verto Official listed above)

Date

RBC or Verto Official's name (print), Title, and Employer Name (RBC or Verto)

TO THE STUDENT:

You will be emailed an Information Access Code as assigned by an official at Richard Bland College. This code must be presented by the person(s) who are requesting access to your information at the time of the request. Please note the confidential nature of this code and share it only with the person(s) named above.

Information Access Code

Signature of Richard Bland College Official assigning Information Access Code