



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

Student Information Withholding

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’s web catalog available (Search Catalog, then FERPA). According to FERPA, a student must consent in writing to the release of his/her academic records; however, the institution may release directory information at its discretion. Please complete and sign this form to request that your directory information be withheld.

Person(s) who **may not** receive directory information. _____

Relationship to the student (“parent”, “spouse”, “employer”, etc.) _____

_____ to _____
 Beginning date End date

Student Declaration:

In understand the Family Rights and Privacy Act of 1974; and, based on my rights in accordance with the Act, I request Richard Bland College to withhold directory information from the person(s) named above.

 Student’s signature Date

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

 RBC or Verto Official signature Date
 (Required if not signed in the presence of a notary)

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