STUDENT INFORMATION RELEASE

STUDENT INFORMATION

_________________________________________
Student Name (Last, First, MI)                      R#  _____________________________________
_________________________________________
Student ID #                                     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

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.)

____________________________________________________
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