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

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

Revised 10-21-21 dd