Family Educational Rights and Privacy Act (FERPA) Withholding 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 request that your directory information be withheld.

____________________________________________________
Person(s) who may not receive directory information

__________________________
Relationship to the student (Parent, Spouse, Employer, etc.)

_____/_____ /_______________          TO          _____ /_____ /_______________
Begin Date                                      End Date

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 withhold directory information to the person(s) named above.

______________________________________________
Student’s signature                           Date

Revised 10-21-21 dd