



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

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