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/or letters*)

*not case-sensitive

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.

_________________________________________  ____________________________
Signature  Date

Revised 11-15-21 dd