



Richard Bland College

Office of Records & Registration

Richard Bland College

11301 Johnson Road – South Prince George, VA 23805 804-862-6100 ext. 3 FAX – 804-862-6206

Family Educational Rights and Privacy Act (FERPA) Release Form

STUDENT INFORMATION

Student Name (Last, First, MI) R# _____
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 Education records (select below).

Please complete and sign this form to authorize the release of your education, financial and disciplinary records for the tenure of your enrollment to Richard Bland College to the individual(s) indicated below.

Person(s) who **may** access your records _____

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

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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 10.3.2025 gbs