Student Information

STUDENT INFORMATION

Student Name (Last) (First) (MI) Student ID #

Email Address @ Phone # Effective Date of this Request

READ CAREFULLY

Prior to the beginning of your first class – Deliver this completed form to Office of Admissions in the Division of Enrollment Management, Richard Bland College, 11301 Johnson Road, South Prince George, VA 23805 – FAX 804-862-6490.

After your first class begins – Deliver this completed form to Office of Records and Registration Richard Bland College, 11301 Johnson Road, South Prince George, VA 23805 - FAX 804-862-6189

The Family Rights and Privacy Act of 1974 (FERPA) is published in the College’s web catalog available (Search 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.)

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

Notary signature Date
(Required if not signed in the presence of an RBC Official)

TO THE STUDENT:
Below is your Information Access Code as assigned by an official at Richard Bland College. This code must be presented by the person(s) who are requesting access to your information at the time of the request. Please note the confidential nature of this code and share it only with the person(s) named above.

Information Access Code

Signature of Richard Bland College official assigning Information Access Code

Attach a copy of this form to the outside front of the student’s folder.

Copy- Student

Revised 06-22-17