Student Information Withholding

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
Student Affairs, Richard Bland College, 8311 Halifax Road, Petersburg, VA 23805 – FAX 804-862-6490.

After your first class begins – Deliver this completed form to Registrar’s Office, Maze Hall, Richard Bland College,
8311 Halifax Road, Petersburg, 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; however, the institution may release directory information at its discretion.
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  _______________________
Beginning date          End date

Student Declaration:
In understand the Family Rights and Privacy Act of 1974; and, based on my rights in accordance with the Act, I request
Richard Bland College to withhold directory information from the person(s) named above.

__________________________________________   _________________________
Student’s signature       Date

__________________________________________   _________________________
Notary signature       Date
(Required if not signed in the presence of a RBC Official)

________________________________________________________ __________________________
Signature of RBC Official Receiving this Form

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