



RANDOLPH COLLEGE

*Founded as Randolph-Macon Woman's College in 1891*

## Credentials Release Form

(To be completed by student. Please type or print.)

### GRANTING ACCESS OF RECORDS

The information contained in my Credential File can be released to no one, except by my written request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

**WAIVER OF RIGHT OF ACCESS TO EDUCATION RECORDS** (choose one of the following options):

\_\_\_\_\_ I would like my Credential File to be a **Confidential File**: "I hereby waive my right of access to confidential statements and recommendations which are contained in, or are a part of my education records in the possession of, or used by the Experiential Learning Center, its director and staff. This waiver, which I understand I am not obligated to sign, can only be revoked in writing and only with respect to confidential statements and recommendations placed in my file subsequent to written revocation."

\_\_\_\_\_ I would like my Credential/Placement File to be an **Open File** in accordance with the Family Educational Rights and Privacy Act of 1974.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward your completed and signed form to:**

Experiential Learning Center - West Hall  
Randolph College  
2500 Rivermont Avenue  
Lynchburg, VA 24503-1526