



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 Career Development 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:

Career Development Center
Randolph College
West Hall
2500 Rivermont Avenue
Lynchburg, VA 24503-1526