

# Consent to Disclose Information from Education Records

Full Legal Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(please print) (required)

## STUDENT RECORD INFORMATION

Randolph College complies with the Family Education Rights and Privacy Act of 1974 (FERPA) as amended. Under FERPA, the right to inspect a student's education record is limited to the student. Access to a student record is never granted to anyone unless the student has given written permission or as applicable law requires or permits. (Note: An institution is permitted to disclose information from the student's education records to the parents of a dependent student under certain conditions.<sup>1</sup>)

The College expects that students will discuss their academic progress with their parents, or with other significant guardians or partners, directly. However, if the College is to share information with such individuals, consent must be given.

\_\_\_\_\_ I give my consent for Randolph College to disclose, upon request, information from my education record to the following individuals. I understand that I may revoke this consent at any time by completing the appropriate form and filing it with the Office of the Registrar. Otherwise, this consent will be in effect until I graduate or officially withdraw from the College.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ I do *not* give consent for information from my education record to be disclosed. (Do not complete the above.)

## DIRECTORY INFORMATION

Directory information is information contained in the education records of a student that would not generally be considered harmful or invasive of privacy if disclosed. Directory information is defined as the student's name, photograph, program of study, degrees granted and awards received, student classification, enrollment status, dates of attendance, participation in officially recognized activities and sports, and height and weight if a member of an athletic team.

Under FERPA, Randolph College may disclose directory information to third parties without consent. Forms of disclosure may include dean's lists, athletic media, stories in hometown publications, and confirmation of attendance and/or degrees to potential employers. Also, the College will publish, for internal use, a student directory including names, pictures, major program of study, class year, and contact information. To minimize the risk of improper disclosure, academic and disciplinary records are kept separate.

The student has the right to restrict disclosure of directory information. The student may restrict access to directory information at any time by filing a written request in the form of an email to [registrar@randolphcollege.edu](mailto:registrar@randolphcollege.edu).

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

If Submitting Physically	If Submitting Electronically
Return This Form: to the Office of the Registrar in Main Hall; by email attachment to <a href="mailto:registrar@randolphcollege.edu">registrar@randolphcollege.edu</a> (from your @randolphcollege email account only); by mail to Randolph College Registrar's Office, 2500 Rivermont Avenue, Lynchburg, VA 24503; or by fax to: (434) 947-8873.	Electronic completion of this form (including the signature and date fields) and submission <i>from your @randolphcollege email account</i> constitute the equivalent of your written consent to the above.

<sup>1</sup> Upon request, the College will disclose information from the student's education records to the student's parents under one of the following circumstances: 1) by written consent of the student; 2) by evidence that the student was declared as a dependent on the most recent Federal Income Tax form; and 3) in compliance with a subpoena. In cases of divorce, separation or custody, when only one parent declares the student as dependent, Randolph may grant equal access to information from the student's education records. However, when access is given to one parent, the College must grant equal access to the other parent upon request, unless there is a court order, state statute, or legally binding document stating otherwise.