

# Consent to Disclose Information (FERPA)

## Academic Record Information

Randolph College complies with the Family Education Rights and Privacy Act of 1974 as Amended (FERPA). Under FERPA, the right to inspect a student's academic record is limited to the student. An institution is permitted to disclose information from the student's education records to the parents of a dependent student only under certain conditions as noted below. The College expects that students will discuss their academic progress with their parents. Upon request, however, the College will exercise its discretion to disclose information from the student's education records to the 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; 3) in compliance with a subpoena. In cases of divorce, separation or custody, when only one parent declares the student as dependent, an institution 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.

Student's name: \_\_\_\_\_ Student ID (required): \_\_\_\_\_  
*(print legibly)*

\_\_\_ I give my consent for Randolph College to disclose, upon request, information from my education record to the following:

\_\_\_ 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 any other info above)

## Directory Information

Students are afforded the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. The right to inspect a student's academic record is limited to the student. Access to students' records, except directory information which may be released, is never granted to individuals from off campus requesting information, unless the student involved has given written permission or as applicable law requires or permits. Directory information is defined as the student's name, photograph, program of study, degrees granted and awards received, classification, enrollment status, dates of attendance, participation in officially recognized activities and sports, and height and weight of members of athletic teams. Students may restrict access to their directory information by contacting the Registrar's Office and filing a written request. In addition, the College will publish for internal use a student directory which includes names, pictures, major program of study, and class year. Further, to minimize the risk of improper disclosure, academic and disciplinary records are kept separate.

\_\_\_ I agree to the disclosure of my information under the College's definition of directory information.

\_\_\_ I am requesting restrictions on some/all directory information (contact the Registrar)

Upon graduation from Randolph College, I agree to the release of any additional confidentiality restrictions previously assigned to my "directory information" under FERPA.

\_\_\_ I agree      \_\_\_ I do not agree (contact the Registrar)

\_\_\_ I acknowledge that electronic completion of this form (including the signature and date fields), and submission from my @randolphcollege email constitutes the equivalent of my written consent/restrictions on the information contained above.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

Return this form: to the Registrar's Office in Main Hall; by email to registrar@randolphcollege.edu (from @randolphcollege.edu address only; forms received from external addresses will not be accepted); by mail to Randolph College Registrar's Office, 2500 Rivermont Avenue, Lynchburg, VA 24503; by fax to: (434) 947-8873.