

Consent to Disclose Information from Education Records

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) through the written consent of the student,
- 2) by submission of evidence that the parents declared the student as a dependent on their 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, 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: _____

(Please Print Legibly)

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

Name _____ Relationship _____

Address _____

Name _____ Relationship _____

Address _____

_____ I do not give consent for information from my education record to be disclosed.

This consent will be in effect until I graduate or officially withdraw from the College. 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.

Student's signature

Date

If you are on-campus bring to the Registrar's Office located in Main Hall; otherwise, return by mail to the Randolph College Registrar's Office, 2500 Rivermont Avenue, Lynchburg, VA 24503 or fax to (434) 947-8873.