Release Of Information

BlueRidge
COMMUNITY AND TECHNICAL COLLEGE

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This form must be completed in the presence of Registrar Office staff or with a notary. Proper photo identification must be presented along with this form. In the case of a notary form, a copy of the same photo identification used with the notary must be submitted with this form.

It is Blue Ridge Community and Technical College's policy NOT to release non-directory information to anyone other than the student, unless the student has given us express written permission to do so. Please note that this limitation includes parents and guardians, regardless of student age. This is in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA, or the Buckley Amendment), which is a federal law that protects the privacy of student education records.

Blue Ridge Community and Technical College is bound by FERPA in matters pertaining to rights of access and the disclosure of information in your education records. The College may provide access to said information in accordance with your declaration, as indicated below.

Student Name: _____ Student ID: _____

By signing below, I authorize Blue Ridge Community and Technical College to release information regarding my college career at this institution to the following person (a separate form must be completed for each person you are releasing information to):

Name/Agency: _____ Relationship to Student: _____

Address: _____

_____

Password: The individual/agency named above shall provide the designated FERPA password with each education record access request. Access will not be permitted without this password. The password may not contain any personally identifiable student information (e.g., name, date of birth, social security number, or student ID number) and must be at least four (4) characters, using any combination of letters, numbers, and/or symbols.

FERPA Password: _____

The information checked below can be released, in written or oral form to the person/agency listed above:

- ☐ Any and all information pertaining to my educational record
- ☐ Admissions information
- ☐ Financial Aid information
- ☐ Accessibility information (accommodations, disability, absence requests)
- ☐ Scheduling and/or registration information
- ☐ Record of administrative hearings or proceedings
- ☐ Academic progress and course grades
- ☐ Other: _____

I understand that (1) I have the right not to consent to the release of my educational records; (2) I have the right to inspect and review such records upon request; and (3) this consent to release or disclose shall remain in effect for my entire enrollment period at Blue Ridge Community and Technical College unless revoked by me in writing.

Registrar Office Signature: _____ Date: _____

DO NOT SIGN UNTIL YOU ARE IN THE PRESENCE OF A MEMBER OF THE REGISTRAR'S OFFICE.

Student Signature: _____ Date: _____

If the student is unable to appear in person at the Registrar's Office at Blue Ridge Community and Technical Center, and would like to complete a Release of Information, the student must provide:

Student Name: Student ID: C

A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below. Please check which government issued documentation you are attaching. You must provide a copy of this with the notary statement when submitting to Blue Ridge CTC:

- ☐ Driver's License
- ☐ Photo Identification Card
- ☐ Military ID
- ☐ Passport
- ☐ Other: _____

YOU MUST ATTACH A COPY OF THE IDENTIFICATION USED WITH THE NOTARY WHEN SUBMITTING THIS FORM.

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On_____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and provided to me on
(Printed name of signer)

basis of satisfactory evidence of identification _____ to be the
(Type of government-issued photo ID provided)

above-named person who signed the foregoing instrument.

WITNESS my hand and official seal

_____ My commission expires on: _____
(Notary signature) (Date)