



RHODE ISLAND COLLEGE

Family Rights and Privacy Act (FERPA)

The Family Rights and Privacy Act (FERPA) protects the privacy of student education records by prohibiting their disclosure without the student's written consent.

Student Consent for Release of Information

Students may choose to allow the sharing of their educational records to specified third parties (i.e. parent/guardian, family member, counselor, teacher) in a meeting (in person, via phone or email) with a member of the college faculty, staff or administration. Please note that all fields listed below must be completed. The student must bring the form to the RIC employee and sign and date the form in person. Without a signed form, the faculty/staff member or administrator may not share information with the third party in person, by phone or by email.

*This form is primarily for academic-related records and is not used for other departments that may have HIPPA requirements such as Health Services, Counseling Center, Disability Services Center, etc.).

This consent for release of information is a one-time authorization specific to this request only.

DATE: _____

STUDENT INFORMATION

NAME _____ **ID #:** _____
First MI Last

I give my consent for _____ to attend this meeting with me
please print first and last name)

to discuss (please check all that apply):

academic progress grades/ transcript advising support services other (specify):

Relationship to student (i.e. parent, guardian, counselor, etc.): _____

STUDENT SIGNATURE _____ **DATE:** _____

Department/Office Use Only

Name _____ Title: _____

Department _____ Date: _____