Office of the Registrar

3rd Floor, Prothro Hall
PO Box 1059
Phone: (434) 381-6179 | Fax: (434) 381-6484
Email: registrar@sbc.edu

CONSENT TO DISCLOSE INFORMATION FROM EDUCATION RECORDS

Sweet Briar College complies with the Family Education Rights and Privacy Act of 1974 as Amended (FERPA). The College is not required to disclose information from the student's education records to parents of a dependent student. It is Sweet Briar's expectation that students should take the responsibility to inform their parents of their academic progress. The College will exercise its discretion to disclose information from the student's education record to the parents under one of the following circumstances: 1) through the written consent of the student, 2) in compliance with a subpoena, and 3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form.

SBC ID Number: (6 or 7-digit number on front of ID card) _____

Your Name: *(Please Print)* _____

I hereby give my consent to Sweet Briar College to disclose information from my following records to the following person(s).

Please check the records that may be disclosed: Academic Records   _____
                                                        Financial/Billing Records   _____
                                                        Conduct Records   _____

Persons to Whom the Above Selected Records May Be Discussed (Use additional forms if necessary)

Name: *(Please Print)* _____

Mailing Address: _____

_____

Phone: _____   Email: _____

Name: *(Please Print)* _____

Mailing Address: _____

_____

Phone: _____   Email: _____

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 contacting the Office of the Registrar.

_____   _____
Student Signature *(Required)*   Date *(Required)*

REVOCATION OF THE RELEASE OF INFORMATION

You have the right to revoke your FERPA waiver at any time. If you decide to do so, please go to the Office of the Registrar. If you wish to grant access to your records again, a new release form will need to be completed.