



## Release of Information Form

In accordance with the Family Educational Rights to Privacy Act (FERPA), J. Sargeant Reynolds Community College protects the personally identifiable information within students' educational records. FERPA limits the release of educational records, except in those cases where a student provides written authorization. By completing this form, you are authorizing J. Sargeant Reynolds Community College to release information contained within your records.

I \_\_\_\_\_ authorize J. Sargeant Reynolds Community College to disclose information in the following selected record(s):

- |  |  |
|--|--|
| <input type="checkbox"/> Admissions Records                            | <input type="checkbox"/> Placement Information                         |
| <input type="checkbox"/> Academic Grades / Transcript                  | <input type="checkbox"/> Student Conduct Records                       |
| <input type="checkbox"/> Financial Aid Records                         | <input type="checkbox"/> Student Financial Records                     |
| <input type="checkbox"/> Course Performance : Class /<br>Section _____ | <input type="checkbox"/> Course Performance : Class /<br>Section _____ |

Other \_\_\_\_\_

This information may be provided to:

Name of Individual / Agency	Relationship to Student
1. _____	_____
2. _____	_____
3. _____	_____

This release will remain in effect for the (circle one) Fall / Spring / Summer \_\_\_\_\_ term, or until a date prior to the end of the indicated term whereby I have revoked this authorization. I further understand that in order to revoke access to my account, I must submit a request in writing.

Student Name (Print) \_\_\_\_\_ EMPL ID \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please return the completed form to the Central Admissions and Records Office at:*

JSRCC - Central Admissions and Records Office  
Post Office Box 85622  
Richmond, Virginia 23285-5622  
Telephone: (804) 523-5029  
Fax: (804) 371-3650  
Email: admissions@reynolds.edu