



Office of the University Registrar
Grace E. Harris Hall
1015 Floyd Ave., 1st Floor
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Richmond, VA 23284-2520
[Website: https://registrar.vcu.edu](https://registrar.vcu.edu)

Parent FERPA Consent to Release Student Information

The Family Education Rights and Privacy Act of 1974 (FERPA) states that a student must authorize in writing the release of his/her educational records. FERPA provides that a university may disclose such records to parents or legal guardians as long as the student is a dependent as defined by the Internal Revenue Service (IRS). **(Note: this consent does not cover medical records held solely by Student Health Services or University Counseling Services-contact those offices for consent forms.)**

Parent/Legal Guardian Declaration:

I certify that I am the parent/legal guardian of the listed student in accordance with the IRS dependency requirements. I understand that this form entitles me to receive a copy of my dependent student’s educational records since I have provided evidence of his/her dependency status. I further understand that this release shall remain in effect for the remainder of the most recent tax year, and must be renewed annually.

I have provided the following documentation with this request:

- A copy of the most recent year’s tax return listing the student as a dependent.
- A copy of a valid government issued identification card or passport.

Please provide the below student information.

Student name (print):

Student ID number (9-digit):

Password/code (select an identifier to provide when requesting a dependent’s record):

Signature:

Date:

Submit completed form to rar@vcu.edu.