



Office of the University Registrar

Grace E. Harris Hall

1015 Floyd Ave., 1st Floor

P.O. Box 842520

Richmond, VA 23284-2520

Website: <https://registrar.vcu.edu>

Revoke 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. Students may revoke the consent to release education records to previously authorized requestors in writing. Please complete this form to revoke consent to release education records in person at the Student Services Center.

Please do not release records for:

Student name (print):

Student ID Number:

Student Declaration:

I understand that this form revokes the consent to release education records to previously authorized requestors listed above.

Student signature:

Date:

Notary signature:

Form must be notarized if not delivered in person by student to
any of the below appropriate offices:

Office of Financial Aid • P.O. Box 843026 • Richmond, VA 23284

Office of the University Registrar • P.O. Box 842520 • Richmond, VA 23284

Student Accounting Department • P.O. Box 843036 • Richmond, VA 23284