

## Release of Student Education Information Policy

The policy of Laurel Ridge Community College is to require written consent from all students in order to release education records. In accordance with this policy and the Family Education Rights and Privacy Act (FERPA), LFCC will only share education records with third parties, including parents, with the written consent from the student. The guidelines can be obtained from the Laurel Ridge catalog which can be found on our website.

As a Laurel Ridge student, you can select specific individuals to disclose your education records to by submitting a FERPA consent form with your signature to the Admissions/ Enrollment Services Office (A/ES) at one of the following locations: the Fauquier Campus, the Middletown Campus, or the Luray-Page County Center. The release form can be obtained from the A/ES Office. *The person(s) you have selected to disclose your education records to must provide a photo ID, such as driver's license or passport.* Additionally, the student has the right to revoke the granted permission at any time by submitting an updated FERPA form to the A/ES Office. Such revocation will not affect disclosures made by Laurel Ridge relying on written consent prior to receipt of such notice of revocation.

**\*Note for Parents:** If the student is your dependent and you do not have a release form signed by your dependent, please request and complete the *Request for Dependent Education Information* form and return it to any Records/Office of the Registrar. *You will be required to provide a photo ID and a copy of your current Federal income tax return reflecting that you are the parent and the student is your dependent.* These documents will be maintained in the student's file at Laurel Ridge to comply with federal regulations.

# Release for Dependent Education Information

Records / Office of the Registrar · 173 Skirmisher Ln · Middletown, VA 22645  
Telephone: 540-868-7105 Email: Records@laurelridge.edu Fax: 540-868-7005

**Requested by (Parent/Legal Guardian):**

\_\_\_\_\_  
Last Name First Name

\_\_\_\_\_  
Street Address/P.O. Box

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Relationship to Student

**Student Information:**

\_\_\_\_\_  
Last Name First Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Student ID Number

Information requested: *(Laurel Ridge does not post mid-term grades and will only provide final grades as posted to the official student record at the end of the semester.)*

- Transcript
- Current class schedule

Purpose of request:

\_\_\_\_\_

\_\_\_\_\_

Supporting Documentation: I have attached the following documentation to reflect that I am the student's parent/legal guardian and the student is my dependent.

- Photo ID (i.e., Driver's License, Passport) **and**  Current Federal Income Tax Return

I hereby request the Laurel Ridge Records / Office of the Registrar to release the specified information about my dependent listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only**

Action taken:  Completed  Filed  Held  Other \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_