Authorization to Release Academic Information

Central Virginia Community College, like all other academic institutions, is subject to the provisions of the Family Educational Rights and Privacy Act, commonly known as FERPA. This federal law gives students certain rights of access to their educational records and imposes obligations on the College concerning the release and disclosure of those records to third parties. FERPA allows the College, however, to provide grades and other academic information at any time if the student is declared as a dependent on the parents'/guardians' federal income tax.

Each student wishing to allow his or her parents or other interested parties access to his or her educational records must complete this form and return it to the Office of Admissions and Records. Central Virginia Community College does not mail grade reports to students, so students wishing for parents to be able to access grades should give them their log-in information and password for MyCVCC. If consent to release academic information is on file with the Office of Admissions and Records, listed parties will be allowed access to this information. Requests for transcripts should be submitted in writing, if not through MyCVCC.

This permission to release academic information remains in force for a student's entire enrollment at Central Virginia Community College unless the Office of Admissions and Records is notified in writing of a change. Access to other parties will not be given unless the student returns this form.

Dependent Status and Release of Academic Information

- (●) I am classified as a dependent of my parents/guardians.
- ( ) I am not classified as a dependent of my parents/guardians, but I consent to the release of academic information to my parents/guardians.
- ( ) I consent to the release of my academic information to other listed parties.

Please list names of parents, guardians, or other authorized parties below:

_____

_____

_____

_____ _____

Student's Name (Please Print) Student ID or SSN

_____ _____

Student's Signature Date

Return this form to:
Office of Admissions and Records
Central Virginia Community College
3506 Wards Road
Lynchburg, VA 24502

Or Fax to:
(434) 832-7793

Questions?:
Call (434) 832-7633
Or Email: studentservices@cvcc.vccs.edu

White- Admissions and Records Yellow- Counseling Pink- Student