



**STUDENT FERPA CONSENT TO RELEASE CONTACT INFORMATION**  
**Virginia Commonwealth University Department of Music**

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. Effective July 1, 2018, Code of Virginia section 23.1-405(C), **prohibits a university from disclosing a student’s email address, physical address or telephone number under FERPA unless the student has affirmatively consented in writing** to the disclosure. This restricts VCU faculty and staff from sharing a student’s contact information with other VCU students or third parties outside the university without written consent.

Because there are situations unique to the music department that might require faculty or staff to provide a student’s **email address, phone number or physical address**, we ask that you **give written consent for us to share this information** with necessary parties on a need-to-know basis.

Example situations where we might need to give another student or a non-VCU third party your contact information:

- Helping to arrange for substitute players in ensembles
- Coordinating opportunities for gigs, internships, networking or volunteering
- Providing info to affiliated institutions or community partners, such as Collegiate School, SPARC, Richmond Symphony, etc.

Please complete and sign this form to authorize VCU Department of Music faculty and staff to disclose your contact information when needed. **You may revoke your consent at any time by submitting the Revocation of Consent form.**

*I understand my email address, phone number or physical address may be released orally or in writing to other VCU students or necessary third parties by VCU Music faculty/staff, and that this information will only be released on a need-to-know basis. I recognize this information will be stored online in a secure database and departmental personnel will have access to it. I understand this form remains in effect until otherwise revoked by me.*

NOTE: FERPA forms must be submitted **in person** to a VCU Music faculty member, or to a staff member in the music office (Singleton Center, rm. 132.)

**Student name:** \_\_\_\_\_

**Student signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**VCU V-Number:** \_\_\_\_\_

**Instrument:** \_\_\_\_\_

*(please specify Jazz if applicable)*

**For office use only**

**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_