



STUDENT REVOCATION OF 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. Students may revoke this consent at any time.

Please note:

- Revoking consent via this form does not prevent the sharing of student contact information internally between VCU faculty and staff with a need to know, including student workers who access this information as a part of their job duties.
- Submission of this form means that we will not share your contact information by default, however, you may still be asked for your consent on a case-by-case basis as deemed appropriate by VCU Music faculty and staff.

Please complete the form below to **revoke your consent** for the VCU Department of Music to share your contact information.

I understand that this form revokes my consent to release my contact information to other VCU students or necessary third parties by VCU Music faculty or staff. I understand that my revocation remains in effect until I submit another Student FERPA Consent to Release Contact Information form.

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.)

Date: _____

Student name: _____

Student signature: _____

VCU V-number: _____

Instrument: _____

(please specify Jazz if applicable)

For office use only

Received by : _____ **Date:** _____