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:______________