



**Bluefield College  
Student Information Release Form**

Bluefield College respects the privacy of its students; therefore, the agents and employees of the college strictly adhere to the *Family Educational Rights and Privacy Act of 1974 (FERPA)*.

Bluefield College maintains the following directory information:

- name
- address
- hometown
- high school attended
- previous or future institutions of study
- parents'/guardians' names and hometowns
- telephone listing
- electronic mail address
- photograph or video clip
- date and place of birth (student age)
- dates of attendance
- class year
- major field of study
- degrees, honors, and awards received
- grade point average, in recognition of achievement
- research or special curricular projects
- weight and height of members of athletic teams
- athletic record
- participation in officially recognized activities and sports

The primary purpose of the directory information is to allow the college to include this type of information from your education record in certain college publications. Examples include: college directory; yearbook; honor roll or other recognition list; graduation programs; news/publicity releases; and sports activities list, showing weight and height of team members. The act provides student directory information that can be made available unless the student makes a written request to withhold directory information (contact - Registrar's Office for additional Information).

**No other information will be made available** unless the student gives Bluefield College written permission to release information to specific individuals regarding academic progress, student conduct, and financial affairs. This includes student account balances, financial aid awards, income, and/or expected family contribution. An exception may include notification of appropriate individuals in a health or safety situation or if a student meets the IRS Code definition of a dependent.

To confirm the identity of the individual requesting disclosure of academic, conduct or financial information, verification through a combination of student identification number (Jbar ID), date of birth or home address must be made before information can be released.

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**FERPA Student Information Release Form**

I hereby grant Bluefield College employees and representative's permission to release information about my academic progress, student conduct, and financial affairs to the following persons. I understand that my permission remains in effect until such time as I revoke it in writing. If it is revoked, then the person being removed will be contacted by Bluefield College.

Please print:

Name	Relationship to Student	Phone Number	Email
Name	Relationship to Student	Phone Number	Email
Name	Relationship to Student	Phone Number	Email

Student ID # \_\_\_\_\_

Student Name, including middle initial (Print) Student Birth Date

Home Address

Student Signature

Date Completed

Return to: BCCENTRAL  
Bluefield College  
3000 College Ave  
Bluefield, VA 24605  
Fax 276.326.4356