

# **Request To Prevent Disclosure Of Directory Information**

**To: All Students**

The items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of our institution. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the disclosure of "Directory Information" listed below.

***Please consider very carefully the consequences of any decision by you to withhold "Directory Information." Should you decide to inform the institution not to release this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused.***

***The institution will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.***

Please check the box and affix your signature below to indicate your disapproval for the institution to disclose the following public or directory information.

**Withhold Information**

Name, address, telephone number, dates of attendance, and class.

Previous institution(s) attended, major field of study, awards, honors, (includes President's, Dean's, and Honor's list), degree(s) conferred (including dates).

Past and present participation in officially recognized sports and activities physical factors (height, weight of athletes), date and place of birth.

**\*\*Please note:** The above information will be withheld from the remainder of the current academic year. **A new form for non-disclosure must be completed each academic year.\*\***

Date: \_\_\_\_\_ Term/Year: \_\_\_\_\_

RCC ID #: \_\_\_\_\_ or SSN: \_\_\_\_\_

Print Name: \_\_\_\_\_

(First, middle, and last name)

Signature: \_\_\_\_\_