



## Request to Withhold Release of Directory Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### About Directory Information at Northshore Technical Community College:

According to the guidelines of the federal Family Educational Rights and Privacy Act of 1974 (also known as FERPA or the Buckley Amendment), college policy permits the release of directory information about any student who has not indicated that the information should not be released. NTCC has designated the following items as Directory Information:

- Name/s
- Address(es)
- Telephone number
- Email Address
- Date of birth
- Dates of attendance
- Degrees and dates received
- Current schedule of classes\*
- Classification (i.e., freshman)
- Program and major
- Full- and part-time status
- Level (i.e., undergraduate)

*\*(released to NTCC, local, state, and federal law enforcement agencies only)*

### Please make a selection:

In accordance with FERPA, students have the right to withhold directory information from unauthorized release. Please indicate your preference below:

- Withhold all of directory information**       **Withhold none of my directory information**

*\*This request about my directory information shall become effective immediately and shall remain in effect until revoked by me, in writing. I understand that even if I restrict access to my information, other students in classes for which I am registered may be given my name and contact information (generally e-mail address and/or telephone number) if, in the discretion of the instructor, this is appropriate to promote class discussion and/or interaction.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### For Student Affairs staff use only:

Checked "Confidential" box in SPAIDEN    Staff Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_