



Policy Name:	Request to Withhold Release of Directory Information
Policy Number:	2.18a
Effective Date:	June 1, 2007
Date of Last Revision:	July 24, 2019
Functional Area:	Student Services

Request to Withhold Release of Directory Information

PURPOSE:

Purpose: Ensure student information is withheld from publications upon their request.

Directory Information is information available to the public or specified sectors which may or may not be published in a student directory or other publications.

To activate a hold of directory information, this form must be signed by the student and received in the Office of Student Affairs by the 7th Class Day of a Semester. This hold will remain in effect until the student provides a written request that it be lifted. Only currently enrolled students may place a hold on the release of directory information.

Note: This does not prevent the sharing of information with state and federal government agencies.

Student Name: _____

Last 4 of SSN: _____

Program Area: _____

I **DO NOT** want the following information included in any directory information. Check the information below you wish to be withheld.

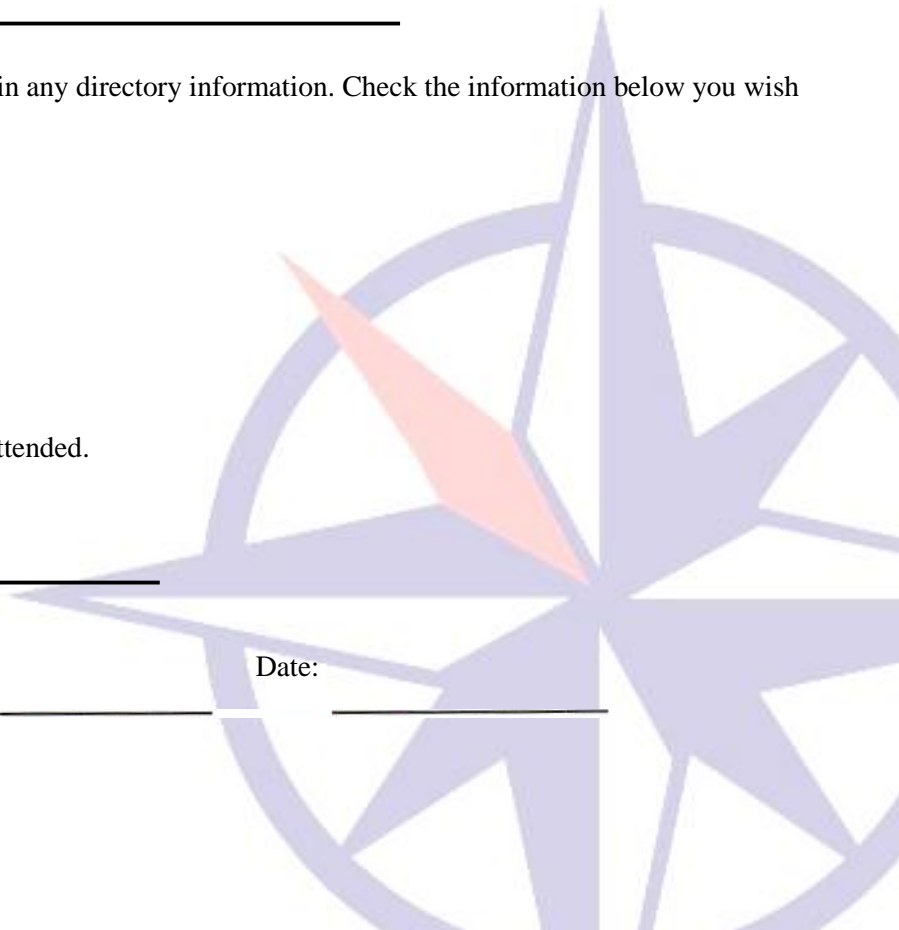
- Name, local address, and telephone number
- Home address
- E-Mail address
- Date/Place of Birth
- Major field of study/classification
- Dates of attendance
- Degrees, awards, and honors received.
- Most recent previous educational institution attended.

Semester: _____

Signed: _____

Date: _____

(Requestor)

A large, light purple compass rose watermark is positioned in the bottom right corner of the page, partially overlapping the signature and date lines.

Received:

Date:

(Registrar)

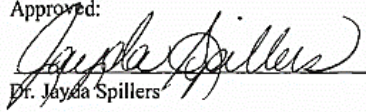
Policy Reference:

LCT Policy # 4.010 Record Retention and Disposal

LTC Policy #SA1930.207 Confidentiality of Student Records

LTC Policy #SA1930.208 Custodial Authority of Student Educational Records

Approved:



Dr. Jeyda Spillers

Chancellor

