

Authorization to Withhold Directory Information

Student ID: _____

Phone: _____

Name: _____

Date of Birth: _____

The Family Educational Rights and Privacy Act (FERPA) afford certain rights to student concerning the privacy of, and access to, their education records. FERPA distinguishes and classifies information in education records as being either directory or non-directory information. Directory information means information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. NWACC may disclose this type of information without the written consent of the student.

The College has designated the following as “Directory Information”:

- | | | |
|---------------------|------------------------|---------------------------------------|
| • Student’s Name | • Address(es) | • Email Address(es) |
| • Phone Number(s) | • Dates of Attendance | • Degree(s) Awarded |
| • Enrollment Status | • Major Field of Study | • Previous Institution(s)
Attended |
| • Photograph | | |

Withhold

I, _____ request my directory information be WITHHELD and not released to any third party outside NWACC. I understand this prohibits NWACC from ACKNOWLEDGING any information regarding my enrollment, to any third party, including but not limited to: employer’s insurance companies and loan holders. A “withhold” does NOT mean that a school official within the institution who has demonstrated legitimate educational interest is precluded from using the information to perform the official’s job duties. I understand this request will remain in effect until I revoke it in writing.

Revoke

I, _____ revoke my previous request and authorize release of directory information.

Student Signature: _____

Date: _____