REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a law that applies to all educational institutions that receive funds under any program administered by the U.S. Secretary of Education. FERPA is a law designed to protect the privacy interest of students on the post secondary level. This federal law was created for the purpose of establishing fundamental privacy rights for students.

The items listed below are designated as "Directory Information" and may be released to the general public 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 any or all of the categories of "Directory Information" listed below. The institution will honor your request to withhold any of the categories 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.

*This non-disclosure remains in effect until the student notifies SCCC (in writing) to remove the non-disclosure.*

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

If you do not want Seattle Central Community College to disclose directory information without your written consent, please indicate which information *should not be disclosed* in the boxes below.

- Student Name
- E-mail address
- Enrollment status in the college
- Full or part-time status
- Date(s) of enrollment
- The division or area of study
- Degrees and awards received
- Participation in officially recognized sports
- Weight and height of members of athletic teams

I have read the information above and understand the consequences of this request.

Student Name) ________________________________ Student Signature ________________________________

(please print)

Student ID Number ________________________________ Date ________________________________

**ACTION TAKEN:** ( ) HOLD; ( ) SM5003; ( ) SM4015; ( ) SM2001; ( ) SCAN; ( ) FILE

SEATTLE CENTRAL COMMUNITY COLLEGE
REGISTRATION AND RECORDS

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