REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act of 1974 was designed to protect the privacy of educational records and applies to all educational institutions receiving funds under any program administered by the U.S. Secretary of Education.

Certain information about students has been defined as Directory Information. Under *FERPA*, the college is given the right to disclose directory information without having to ask the student for permission.

However, the Family Educational Rights and Privacy Act of 1974, as amended, allows students the right to *withhold* the disclosure of all directory information by submitting this form. The institution will honor your request to withhold the disclosure of directory information but cannot assume responsibility to contact you for subsequent permission to release it. Thus, 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. This request will prevent you from receiving any mail from Seattle Central College. You may still receive e-mails. 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 SCC (in writing) to remove it.

The State Board for Community and Technical Colleges defines student directory information as:

- **Student's name**
- **Major field of study**
- **Enrollment status**
- **Dates of attendance**
- **Participation in recognized sports**
- **Degree or certificate earned**
- **Term degree or certificate awarded**
- **Honors**

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

Student Name _____   ctcLink ID _____
                    (Please print)

Student Signature_____   Date _____

For Office use only
ACTION TAKEN: ( ) R03 Service Indicator   ( ) Comment   ( ) SCAN   ( ) FILE