

Non-Disclosure of Directory Information



(Signing this form is optional)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, students have the right to withhold the disclosure of directory information. Student requests for non-disclosure may be made in the registrar's office any time during the semester.

St. Cloud Technical and Community College will honor your request to withhold any directory information item but cannot assume responsibility to contact you for subsequent permission to release them. Your request for non-disclosure will remain in effect until rescinded in writing. Please consider very carefully the consequences of any decision by you to withhold directory information.

Please Note: Non-disclosure of directory information does not prevent St. Cloud Technical and Community College from disclosing personally identifiable information from a student's record to authorized representatives of federal, state and local agencies when that disclosure is in connection with financial aid for which the student has applied or which the student has received, or any of the other exceptions to signed consent found in §99.31 of the FERPA regulations.

The items listed below are designated as directory information and may normally be released without a student's prior consent. **Completing this form will block release of the items listed below except as specified above.**

Do not release any of the following directory information as defined in SCTCC's Student Data Practices Policy:

1. Name
2. Home town
3. Participation in officially recognized activities and sports
4. Dates of attendance
5. Classification
6. Degrees, honors, and awards received (including Dean's List or President's List honors)
7. Date of graduation
8. Physical factors (height and weight) of athletes
9. Enrollment status

Student ID #/StarID _____

Last Name _____ First Name _____

Student Signature _____ Date _____

All items must be completed for this request to be in effect.
You may revoke this action in writing at any time at Records and Registration.

This publication is available in accessible formats upon request by calling Disability Services at 320-308-5089. TTY users please call MN Relay Service at 711 to contact the college.

Keyed By _____ Date _____