



REQUEST TO WITHHOLD DISCLOSURE/RELEASE DISCLOSURE OF DIRECTORY INFORMATION

Family Educational Rights and Privacy Act of 1974, as Amended (FERPA). In compliance with the Family Educational Rights and Privacy Act 1974, as amended, information classified as "directory information" may be disclosed to the general public without prior written consent from a student unless the Central Texas College Records Office is notified in writing by the student before the 12th class day of the fall and spring semesters, the 6th class day of eight-week terms, and the 4th class day of summer semesters. **Distant learners** should provide written notification before the 12th day of a 16-week course and the 6th day of an 8-week course. Your request may be accepted after these deadlines, but CTC will not be responsible for the release of Directory Information prior to receiving the **Request to Withhold Directory Information** in Registrar's Office. It is important that you understand the ramifications of requesting that Directory Information be withheld. Any future requests for such information from non-institutional persons or organizations will be refused. For example, CTC will not be able to verify a degree earned or your enrollment for possible employment, insurance purposes, credit card applications, etc. If you graduate, the withhold directory flag will remain on your records after graduation.

This statement of nondisclosure will remain on your records unless you cancel your request to withhold directory. Should you request Directory Information withheld, you may authorize at a later date on an item-by-item basis (such as a transcript release for employment purposes) the release of directory or non-directory information.

Directory Information

Central Texas College designates the following as Directory Information:

- Student's name
- Local Address
- Home address
- Electronic email address
- Telephone number
- Date and place of birth
- Participation in officially recognized activities and sports
- Most recent or previous educational agency or institution attended
- Photographs
- Major field of study
- Dates of attendance
- Degrees, awards, and honors received
- Classification (freshman, sophomore, unclassified)
- Date of graduation

REQUEST TO WITHHOLD/RELEASE DIRECTORY INFORMATION FORM

Withhold Directory Information

I want **Directory Information** to be *withheld*. (**Directory Information** includes all items listed above.)

I wish to prevent the disclosure of my **Directory information** and understand the ramifications of doing so.

Name (print) _____

CTC student ID# _____ Date _____

Signature _____

From the date this form is received in the Registrar's Office, we will honor your request to Withhold Directory Information until you request in writing that you wish to remove the Withhold Directory Information designation. You may authorize the release of information in writing on an item-by-item basis without removing the Withhold Directory designation.

Release Directory Information

I want **Directory Information** to be *released*. (**Directory Information** includes all items listed above.)

I no longer wish to prevent the disclosure of my **Directory information** and release Central Texas College from any responsibility to withhold open **Directory Information** from the date this is received in the Registrar's Office.

Name (print) _____

CTC student ID# _____ Date _____

Signature _____

Your request to Release Directory Information will become effective on the date received in the Registrar's Office.

Return this form to Central Texas College, Registrar's Office, P.O. Box 1800, Killeen TX 76540 (Fax 254 526-1545)