



## Request to Prevent Disclosure of Directory Information

These items listed below are designated as “Directory Information” and may be released for any purpose 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.

Please consider very carefully the consequences of any decision you make to withhold directory information, as any future requests for such information from other schools, prospective employers or other persons or organizations will be refused. All requests from you will need to be made in-person with photo ID. FVTC will honor your request to withhold all directory information, but cannot assume responsibility to contact you if a request is received. Regardless of the effect upon you, FVTC assumes no liability for honoring your instructions that such information be withheld.

- Student’s name
- Telephone number
- Enrollment status (full-time or part-time)
- Plan of study (major)
- Dates of attendance (by term/semester)
- Degrees (including dates)
- Academic honors and awards
- E-mail address (fvtc.edu)
- Mailing address

Student Name (print) \_\_\_\_\_

Student ID \_\_\_\_\_

I have carefully read the above and request that all my directory information not be disclosed to third parties without my written permission or as permitted by law. This includes, but is not limited to, class registration, class schedules, transcript request, Dean’s List and graduation booklet.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**I wish to revoke my previous request.**

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**The college will honor your petition until you notify  
the Registrar’s Office that you wish to remove the request.**

*Office Use Only:*

**Date Received:**

**Staff Initials:**

\_\_\_\_\_