

## Request to Withhold or Remove Hold on Disclosure of Directory Information

**Alamo Colleges complies with the Family Educational Rights and Privacy Act (“FERPA”) of 1974**, as amended. FERPA provides that the institution will maintain the confidentiality of student education records. Personally identifiable information from a student’s education record will not be disclosed without consent of the student, except to other school officials within Alamo Colleges who have a legitimate educational interest, and to others to the extent the Family Educational Rights and Privacy Act authorizes disclosure without consent. A school official is a person employed by Alamo Colleges in an administrative, supervisory, academic, research, or support staff position, including law enforcement unit personnel and health staff; a person or company with whom Alamo Colleges has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official with performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. These disclosures are authorized even if you elect to withhold directory information.

**FERPA defines “Directory Information”** as information contained in a student’s education record that generally would not be considered harmful or an invasion of privacy if disclosed. Alamo Colleges designates the information listed below as Directory Information which may be released to third parties without student consent. Note that neither physical nor electronic addresses are included in the definition. You have the right to withhold the disclosure of Directory Information. Carefully consider your choice to withhold it. If you withhold your Directory Information your name will not appear in college-sponsored publications and Alamo Colleges will not confirm your attendance or degrees/certifications to prospective employers unless you give your written consent to each request or remove the hold on your Directory Information.

**Alamo Colleges designates Directory Information as:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• <b>Name</b></li> <li>• <b>Major</b></li> <li>• <b>Enrollment Status</b></li> <li>• <b>Dates of Attendance</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Previous educational agencies / institutions attended</b></li> <li>• <b>Degrees Received</b></li> <li>• <b>Awards Received</b></li> </ul> |
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### WITHHOLD DIRECTORY INFORMATION

Please check Box No. 1 and complete this section to withhold your Directory Information.

**Box No. 1**  Withhold disclosure of my Directory Information

Semester/Year \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### REMOVAL OF WITHHOLD ON DIRECTORY INFORMATION

Please check Box No. 2 and complete this section to cancel the hold on the release of your Directory Information.

**Box No. 2**  Remove the hold on disclosure of my Directory Information.

Semester/Year \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only

Date Received \_\_\_\_\_

Your request is in effect from the date this form is received in Records and Registration.