Family Educational Rights and Privacy Act
Request to Prevent Disclosure of Directory Information

The items listed below are designated as "Directory Information" and may be released in accordance with the Family Education Rights and Privacy Act, as Amended. You have the right to withhold the disclosure of "Directory Information." Please consider very carefully the consequences of any decision by you to "Withhold Directory Information."

DIRECTORY INFORMATION INCLUDES THE FOLLOWING:

- Student's full name
- Addresses-local, permanent, and e-mail
- Telephone listing—both local and permanent
- Place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Photograph
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended

Should you decide to instruct this institution not to release "Directory Information," any future request for such information from non-institutional persons or organizations will be refused. For example: St. Philip's College would be unable to verify degree, major or enrollment status for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc. SHOULD YOU DECIDE TO "WITHHOLD DIRECTORY INFORMATION," YOU MAY AUTHORIZE AT A LATER DATE ON A TRANSACTION BASIS THE RELEASE OF DIRECTORY OF NON-DIRECTORY INFORMATION, FOR EXAMPLE, THE RELEASE OF TRANSCRIPT FOR EMPLOYMENT PURPOSES.

Special notation to students who have applied for graduation--THE "WITHHOLD DIRECTORY" FLAG WILL REMAIN ON YOUR RECORDS AFTER GRADUATION, IF YOU HAVE REQUESTED THE INFORMATION TO BE WITHHELD; THEREFORE, WE WILL NOT BE ABLE TO VERIFY YOUR DEGREE TO POTENTIAL EMPLOYERS (See Box No. 2 below for removal of "Withhold Directory Information").

St. Philip's College will honor your request to withhold the information listed below but cannot assume the responsibility to contact you for subsequent permission to release that information. Regardless of the effect upon you, St. Philip's College assumes no liability for honoring your instructions that such information be withheld.

This form should be submitted to the Records and Registration Office on or before the 12th class day of the Spring or Fall semester OR the 4th class day of the Summer term. We will accept the request to "Withhold Directory Information" after the 12th OR 4th class day, but we cannot be responsible for the release of directory information prior to receipt of this form in the Records and Registration Office.

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WITHHOLD "DIRECTORY INFORMATION"

Please indicate by checking Box No. 1 and completing the information in this section if you want to request that your "Directory Information" be withheld.

Box No. 1 [ ] I wish to prevent disclosure of my "Directory Information" and fully understand the consequences of doing so.

Print Name: _______________________________ Social Security No.: _______________________________

Signature: _______________________________ Date: _______________________________

FROM THE DATE THIS FORM IS RECEIVED IN THE RECORDS AND REGISTRATION OFFICE, WE WILL HONOR YOUR REQUEST TO "WITHHOLD DIRECTORY INFORMATION."

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REMOVAL OF WITHHOLD OF "DIRECTORY INFORMATION"

Please indicate by checking Box No. 2 and completing the information in this section if you no longer want your "Directory Information" withheld.

Box No. 2 [ ] I no longer request that my "Directory Information" be withheld, and I release St. Philip's College from any responsibility to withhold open "Directory Information" from the date this form is received in the Records and Registration Office.

Print Name: _______________________________ Social Security No.: _______________________________

Signature: _______________________________ Date: _______________________________

RETURN THIS FORM TO: ST. PHILIP'S COLLEGE, RECORDS AND REGISTRATION OFFICE, SUTTON LEARNING CENTER RM. 100, 1801 MARTIN LUTHER KING DRIVE, SAN ANTONIO, TX 78203-2098