



# DIRECTORY INFORMATION OPT OUT FORM

Name:

LoLA ID:

Date:

Effective Semester:

## NOTICE OF DIRECTORY INFORMATION OPT OUT

In accordance with the *Federal Educational Rights and Privacy Act of 1974* (FERPA), as amended, a student's education records are maintained as confidential and, except for a limited number of special circumstances listed in the law, will not be released to a third party without the student's prior written consent. As provided by law, the College may release directory information unless the student requests that any or all such information be withheld. Requests must be made to the Admissions/Registrar's Office by the end of the second week of class. The College identifies directory information as student's name, date and place of birth, address, telephone number, electronic mail address, major field of study, and participation in officially recognized activities and sports, to include height and weight of student-athletes, dates of attendance, degrees and awards received, most recent previous school attendance, and photograph.

The College may release student education records without the written consent of the student:

- To school officials who have a legitimate educational interest in the records. A school official is a person employed by the College in an administrative, supervisory, security, academic or research, or support staff position; or a student who is serving on an official committee, such as disciplinary or grievance committee or assisting another school official in 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;
- To officials of another school, upon request, in which a student seeks or intends to enroll;
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities in connection with certain state or federally supported education programs;
- In connection with the student's request for receipt of financial aid;
- If required by state law;
- To organizations conducting studies;
- To accrediting organizations to carry out their functions;
- To parents who claimed the student for income tax purposes;
- To comply with a judicial order or a lawful subpoena;
- To appropriate parties in health or safety emergencies;
- For directory information so designated by the College; or
- As otherwise permitted by FERPA.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Request for nondisclosure will be honored until the Student revokes the request in writing. Please print, sign, and return this form to the Admissions/Registrar's Office.**