



# HOWARD COLLEGE STUDENT RECORDS RESTRICTION REQUEST

The items listed under *Directory Information* may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of **Directory Information**. Please consider carefully the consequences of any decision to withhold **Directory Information**. Should you decide to inform this institution not to release **Directory Information**, any future request for such information from non-institutional persons or organizations will be refused. For example, the college would be unable to verify degree, major, or enrollment 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-by-transaction basis the release of directory or non-directory information or you may cancel withhold for instructions.

The withhold directory flag will remain on your records after graduation if you have requested that the information be withheld; therefore, we will not be able to verify your dates of enrollment and/or degree(s) to potential employers. (See below for removal of **Withhold Directory Information** designation).

Howard College/SWCID will honor your request to withhold the information listed below but cannot assume

responsibility to contact you for subsequent permission to release that information. Regardless of the effect upon you, Howard College/SWCID assumes no liability for honoring your request for information to be withheld.

### **Directory Information Includes the following:**

- Student's full name
- Addresses (Physical and college assigned email)
- Telephone listings
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Photograph
- Weight and height of members of athletic teams
- Date of attendance
- Degrees and awards received
- Most recent previous school/college/university attended
- Classification

This form should be submitted to the Registrar's Office on or before the semester or session. Forms will be accepted after these deadlines, but we cannot be responsible for the release of *Directory Information* prior to receiving the **Directory Information Withhold** request in the Registrar's Office.

### **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) \_\_\_\_\_

Social Security # \_\_\_\_\_

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

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 a transaction-by-transaction basis without removing the Withhold Directory Information designation (see above).

### **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 Howard College from any responsibility to withhold open Directory Information from the date this form is received in the Registrar's Office.

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

Social Security # \_\_\_\_\_

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

Please return this form to the Student Records Office in order to have your records marked private. Your Request for Privacy will not be effective until this form is received by the Student Records Office.