

## DISCLOSURE OF STUDENT INFORMATION

It is the policy of Stark State College to release certain limited items of information about enrolled students to any interested party. These items of information, known collectively as "directory information," are the following:

Name,  
Address,  
Telephone Number,  
Major Field of Study,  
Academic Honors

No other items of student information will be released to any person or organizations outside of Stark State College without the written consent of the student, except for certain categories of outside persons or organizations specifically exempt by federal law. These exceptions are listed in the document "Official Student Records Policy" printed in college catalogs and bulletins and available in the Registrar's Office.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to instruct the College to withhold even the "directory information" listed above (with the exception of name, school and dates of attendance). A copy of this form must be completed at the Registrar's Office in order to instruct the College to withhold "directory information."

Please consider very carefully the consequences of any decision by you to withhold "Directory Information". Should you decide to inform the College not to release this "Directory Information," any future requests for such information from non-College persons or organizations (including Student Government) will be refused. The College will honor your request to withhold any "directory information" but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the College assumes no liability for honoring your instructions that such information be withheld.

### REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Please sign below to indicate your instructions that the College not disclose "directory information".

Do not release my "directory information."

Print Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Today's Date \_\_\_\_\_

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

OFFICE USE:

Maintained By: \_\_\_\_\_ Date: \_\_\_\_\_