

**Directory Information Non-Disclosure Form**  
(Return to Student Affairs)



Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Student ID# \_\_\_\_\_ Current Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Edison State Community College, in compliance with the *Family Rights and Privacy Act of 1974, as Amended* (FERPA), has designated the items listed below as *Directory Information* (public information which would not generally be considered harmful or an invasion of privacy if disclosed). Edison State Community College may, as permitted under FERPA, release or use this information without the student's written consent or approval.

Students have the right to block the release of their *Directory Information* without their express written consent. This request can be made at any time by submitting this signed form. It will be honored by Edison State Community College until removed, in writing, by the student. Should a student decide to request that Edison State Community College block the release of this information, any future requests for this information will be refused. The submission of this signed form will render all FERPA designated *Directory Information* private.

**DIRECTORY INFORMATION**

- Name
- Address(es)
- Telephone number(s)
- Email address(es)
- Photograph(s) and video(s)
- Major field of study
- Dates of attendance
- Grade level (such as freshman, sophomore)
- Enrollment status (undergraduate or graduate, full-time or part-time)
- Date of graduation and degree(s)/certificate(s) conferred
- Honors or awards received, including selection to a dean's list or honorary organization
- Participation in officially recognized activities and athletics
- Weight and height where the student is a member of athletic teams
- Most recent previous school attended

Edison State Community College will honor your request to place a Directory Information Hold on this information, but cannot assume responsibility to contact you for subsequent permission to release the hold. The College assumes no liability as a result of honoring your instructions to block your Directory Information.

**AFFIRMATION OF ACTION**

I hereby direct Edison State Community College to block the release of my Directory Information until directed by me in writing to make this information available to non-institutional persons and organizations.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:  BIO Initials \_\_\_\_\_ Date \_\_\_\_\_