

# RECORDS OFFICE

## Request To Restrict Directory Information

Middlesex Community College constantly seeks to insure the accuracy and privacy of student records. The College adheres to the guidelines of the Family Educational Rights and Privacy Act (FERPA), as amended, which provides privacy protection for all students.

Consistent with FERPA, the College will release only student information that it considers "directory" information. A student's address, degrees earned, attendance dates and major/degree objective are examples of directory information. Information such as birth date, grades, test scores, or GPA can NOT be released.

A student may request that "directory" information not be released without prior approval of the student. In order to restrict directory information, the student must sign, date and provide the requested information at the bottom of the page. Students will be required to renew the request at the beginning of each academic semester. Students who wish to have specific directory and/or other information released may do so by filling out the Records Release Authorization.

- CONFIDENTIAL (completely denies release of student's directory information).
- DO NOT release the information checked below without my prior written consent.
  - Name
  - Address
  - Status (Full-Time or Part-Time)
  - Dates of Attendance
  - Major
  - Degrees/Certificates and dates issued

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID or SS#

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date Received by Records Office \_\_\_\_\_  
Valid for one academic semester.

Original: Student File  
Copy: Registrar FERPA File