



## Request for Confidential Status of Directory Information

Institutions may disclose information on a student without violating the Family Education Right and Privacy Act (FERPA) if it has designated that information as "directory information." At Southern Regional Technical College (SRTC) this includes the following:

- Name of student
- Address
- Telephone number
- Date of birth
- Program of study
- Dates of attendance
- E-mail address
- Current enrollment status (full-time/part-time)
- Degree, diploma, technical certificate of credit, received
- Photograph
- Honors and awards received

No other student information is released to non-SRTC personnel without your written permission. By completing this form, you will be requesting that directory information not be released to non-SRTC personnel.

Some of the effects of your decision to request confidential status will be that you must make all address changes with a signed authorization or on Banner Web; your name will not be printed on the graduation program or in the newspaper if you make the President's List; friends or relatives trying to reach you will not be able to do so through the College; information that you are a student at SRTC will be suppressed, so that if a loan company, prospective employer, family member, insurance company, etc., inquires about you, without a signed release from you, they will be informed that we have no record of your attendance. A signed release will be required for each inquiry.

Once you have designated a request for confidential status, it will not be removed until you submit a signed authorization requesting that it be removed.

Please print

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

.....  
*For Office Use Only (Do not write below this line)*

\_\_\_\_\_  
*Received by (signature):*

\_\_\_\_\_  
*Date*