



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:

- Full name of student
- Program of study
- Dates of attendance
- Current enrollment status (full-time/part-time)
- Degree, diploma, technical certificate of credit, and date received
- Honors and awards received
- Participation in official activities

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

Southern Regional Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges and is a unit of the Technical College System of Georgia. As set forth in its Southern Regional Technical College Catalog and Handbook, SRTC does not discriminate on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veterans status ("protected status").

The following person has been designated to handle inquiries regarding the non-discrimination policies: Darbie Raines.

At SRTC, the Title IX Coordinator and the Section 504 Coordinator is Darbie Raines, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4135, daver@southernregional.edu.