EDISON STATE COLLEGE

Office of the Registrar

AUTHORIZATION TO WITHHOLD DIRECTORY INFORMATION

In accordance with the provision of the Family Education Rights and Privacy Act (FERPA), Directory Information can be released to the general public; however, students may withhold this information from being released by completing this form and returning it to the Office of the Registrar. Please note that in compliance with federal regulations there are situations in which specific information may be released, upon presentation of official documents, to designated state, local or government agencies.

☐ **WITHHOLD** directory information. I understand this prohibits Edison State College from acknowledging any information regarding my enrollment to any third party including employers, insurance companies, nor publicly post your accomplishments such as the Dean's list or commencement bulletin. I understand that my name and Edison generated email address may be used and observed by students in any course in which I am enrolled. I understand that this request will be in effect until I revoke it in writing. To request that the College withhold the information listed below, except as provided by law, please check the withhold box at the left.

The College has designated the following as "Directory Information":

Student's name	Major
Student's local address and telephone number	Date of Birth
Student's permanent address and telephone number	Previous colleges attended
Current term hours enrolled	Date(s) of enrollment
Degree(s) and honors earned and dates	Email address
Participation in officially recognized activities or sports	

I hereby request that Edison State College not release any Directory Information from my academic records. I have read the above paragraphs and understand the consequences of my action.

_____@_____

Student Signature Student ID # Date

☐ I hereby **REVOKE** previous request_____

Student Signature Date

Office Use Only

Processed by:_____ **Date_____**

Revised 1/11