

## STUDENT REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

At Hutchinson Community College, the following information about a student can be released to the general public: student name, date and place of birth, major field of study, participation in official school activities, dates of attendance, degrees and awards received, class schedule, previous educational institutions attended, photographs taken by the college, and legal and local address of institutional honorees, award winners and participants in official school activities to appropriate media.

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

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information". Should you decide to inform the institution not to release any or all of this "Directory Information," any future requests for such information from non- institutional persons or organizations will be refused.

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 in person with a form of ID; friends or relatives trying to reach you will not be able to do so through the college, information that you are a student here will be suppressed; so if a loan company, prospective employer, family members, etc., inquire about you, they will be informed that we have no record of your attending here.

The institution will honor your request to withhold any of the categories listed below but can not assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Please mark the appropriate boxes and affix your signature below to indicate your disapproval for the institution to disclose the following public or Directory Information

- |   |   |
|---|---|
| <input type="checkbox"/> All directory information listed below | <input type="checkbox"/> Legal and local address of institutional honorees, award winners and participants in official school activities to appropriate media |
| <input type="checkbox"/> Student Name                           | <input type="checkbox"/> Previous educational institutions attended   |
| <input type="checkbox"/> Date and place of birth                | <input type="checkbox"/> Hometown and high school of students for publication in the yearbook and/or other student publications                               |
| <input type="checkbox"/> Major field of study                   | <input type="checkbox"/> Participation in official school activities  |
| <input type="checkbox"/> Dates of attendance                    |   |
| <input type="checkbox"/> Degrees and awards received            |   |
| <input type="checkbox"/> Class schedule                         |   |
| <input type="checkbox"/> Photographs taken by the college       |   |

Student name (printed) \_\_\_\_\_ Semester/Year \_\_\_\_\_

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

Note: requests for non-disclosure will be honored by the college for no more than one academic year. Re-authorization to withhold directory information must be filed annually in the Office of the Registrar within the first two weeks of the fall semester.