

At CT State Community College, the following information about a student can, by law, be released to the general public and may be listed in the campus directory:

- Student's preferred name
- Permanent mailing address
- Photographs
- Dates of attendance
- Major, minor, concentration and/or program of study
- Degree/Certificate candidacy
- Degree(s)/Certificate(s) earned
- Awards
- Full vs. Part-time status
- Anticipated graduation date
- Graduation date

Under the provisions of the *Family Educational and Privacy Act of 1974 (FERPA)*, students can withhold disclosing the above information by completing **Request to Opt-out of Directory Information** form. Students who have opted out of releasing their directory information may rescind this prior action by completing this form.

Please note: non-disclosure of directory information does not present CT State Community College from disclosing personally identifiable information from a student's record to authorized representatives of federal, state, and local agencies when that disclosure is in connection with financial aid for which the student has applied or which the student has received, or any of the other exceptions of to the signed consent found in section 99.31 of the FERPA regulations.

I hereby authorize the Office of Enrollment Services at CT State Community College to remove the non-disclosure block from my education record. Effective immediately, directory information may once again be released to the general public, at the discretion of CT State Community College.

Student Name: (Last, First, Middle Initial) _____

Student ID: @_____ Phone Number: _____

Current Address: _____

Certification:

By signing my name below, I authorize the College to remove the non-disclose block from my education record. Effective immediately, my directory information may be released to the public, as the discretion of CT State Community College.

Student Signature: _____ Date: _____

Please complete and return to Enrollment Services.

<p>For Office Use Only:</p> <p>Date Received: _____</p> <p>Date Entered: _____</p> <p>Entered By: _____</p>
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