

CT STATE COMMUNITY COLLEGE Request to Opt-Out of Directory Information

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

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 or listed in the college directory.

Some of the effects of your decision to request confidential status may have unintended consequences. Information that you are a student here will be suppressed, so that if a loan company, prospective employer, family member, etc. inquire about you, they will be informed that we have no record of your attendance here.

Once you have opted-out of directory information, your confidential classification status will not be removed until you submit a signed authorization requesting that it be removed.

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

Student ID: @_____ Phone Number: _____

Current Address: _____

Certification:

By signing my name below, I have requested my education record be considered confidential and have opted out of my directory information being released to the general public. I understand that this confidential status will not be removed unless I submit a signed authorization requesting its removal.

Student Signature: _____ Date: _____

Please complete and return to Enrollment Services.

For Office Use Only:

Date Received: _____

Date Entered: _____

Entered By: _____