

Request to Withhold Directory Information

Privacy Request Form

WCTC defines the following information as directory information:

- Name
- Date of birth
- Program of study
- Dates of attendance
- Current enrollment status (full-time/part-time)
- Degree status and date conferred
- Honors and awards
- Most recent educational institution attended

The Family Educational Rights and Privacy Act of 1974 designates certain information related to students as Directory Information and gives the College the right to disclose such information to specified institutions and agencies without having to ask students for permissions, unless the students specifically request in writing that all such information not be made public without their written consent. If you wish to withhold the disclosure of all of the items of directory information, please fill out the form below and submit to the Registrar's Office.

Please consider carefully the consequences of any decision made by you to withhold directory information, as any future requests for such information from non-institutional person or organizations such as perspective colleges and employers will be refused. WCTC will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release information. To revoke privacy request, student must submit a signed statement to the Registrar's Office.

I have carefully read the above and request that all Directory Information not be disclosed to non-institutional person or organizations by WCTC without my prior written permission.

Student's Name (printed) _____

Address _____

City _____ State _____ Zip _____

Date of birth _____ Telephone # (_____) _____ Home _____ Cell _____

Today's Date _____ Student Signature _____

For Processing: Return form to Ollie's Compass in person or email webreg@wctc.edu through your official WCTC email account only