

FERPA NON-DISCLOSURE REQUEST FORM

REQUEST FOR NON-DISCLOSURE OF DIRECTORY AND NON-DIRECTORY INFORMATION

Under the provision of FERPA, the Family Education Right to Privacy Act of 1974, you have the right to allow or withhold access to your educational records. Normal operational procedure is that directory information can be released at the discretion of Polk State College and is a matter of public record, while non-directory information such as your schedule, grades, and GPA can only be released if you provide signed permission.

Every student has the right to request non-disclosure of directory information. By signing this form, you are requesting non-disclosure status for all of your academic records, directory and non-directory. Carefully consider the consequences of any decision to withhold all information. A non-disclosure request by you will result in denial of any and all information by non-institutional persons and organizations. Staff and faculty cannot even acknowledge the fact that you are or were a student at Polk State College for any inquiry unless mandated by law according to FERPA guidelines. An example of a mandate would be a subpoena by a court having jurisdiction.

Statement of Understanding

I have read the FERPA information in the catalog and understand that I am requesting non-disclosure of directory and non-directory information to any persons or entities. I understand that I cannot hold Polk State College liable for any consequences of honoring this non-disclosure request.

Please Print:

Last Name	First Name	MI
Student Contact Number	Social Security #	Birthdate
I UNDERSTAND THAT THIS NON-DISCLOSURE STATUS WILL STAY IN EFFECT UNTIL I FILE A CHANGE OF STATUS REQUEST WITH THE OFFICE OF THE REGISTRAR WHILE I AM A CURRENT STUDENT.		
Student Signature	Date	