

FERPA NON-DISCLOSURE REQUEST FORM

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

Under the provision of the Family Education Right to Privacy Act of 1974 (FERPA), 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: *(Please put your initials in the appropriate space.)*

_____ 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. I understand that I cannot hold Polk State College liable for any consequences of honoring this non-disclosure request.

_____ Telephone number to be removed from College's official business call list. (I understand that I will not receive notification of tuition/fee due dates or registration or financial aid status in the form of automated calls. I am still responsible to abide by the College's regulations.)

Statement of Understanding

I have read the FERPA information in the catalog and understand this request. I understand that to change this request, I must do so in writing.

Please Print:

Last Name	First Name	MI
-	-	
Student Contact Number	Social Security #	Birth date
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	

Polk State College is an equal access/equal opportunity institution committed to excellence through diversity in education and employment. The College complies with all state and federal laws granting rights to students, employees, and applicants for employment or admission to the College. The College prohibits unlawful discrimination on the basis of race, color, national origin, creed, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, or disability in any of its employment policies or practices, educational programs, or activities.