

## REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The Family Educational Rights Privacy Act (FERPA) designates certain information (name, address, phone number, e-mail address, enrollment status, degrees awarded, field of study) related to students as "Directory Information" and gives the university the right to disclose such information anyone inquiring without having to ask students for permission, unless the students specifically request in writing that all such information not to be made public without their written consent. If you wish to withhold the disclosure of all items listed as "Directory Information", please complete the form below and submit it to the Student Records Department.

I have read the above and request that all "Directory Information" not be disclosed to non-institutional persons or agencies by Bluegrass Community and Technical College without my written permission.

Student Name		
Student Number		
Date	Signature	

Return Form to the Student Records Office