



## REQUEST TO WITHHOLD DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, protects the privacy of student education records. Consistent with FERPA, Los Rios Community College District and Folsom Lake College will release only student information that is defined as Directory Information; e.g., student name, major field of study, participation in official recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended. Under the provisions of FERPA, you have the right to withhold disclosure of such Directory Information.

The primary purpose of Directory Information is to allow FLC to include this type of information from your education records in certain school publications and to the National Student Clearinghouse who we have contracted to verify enrollment to authorized third party vendors. Please consider carefully the consequences of any decision to withhold such Directory Information. This includes degree verifications from potential employers, enrollment verifications to lenders, and the standard contact information listed in your file. Please note that any lawfully submitted subpoena must be complied with even if you have signed this request to withhold your student information.

**Please Note:** Once this form has been signed, this authorization will remain valid until a written request to rescind is received by the Folsom Lake College Admissions & Records Office.

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### Authorization to Withhold the Release of Student Directory Information

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
ID Number

I hereby request Folsom Lake College/Los Rios Community College District to withhold directory information.

I wish to revoke my request to withhold directory information

I understand the implications of removing/reinstating my information from the directory.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Office Use Only** - Date Received: \_\_\_\_\_  
Initials: \_\_\_\_\_

Date PS hold set: \_\_\_\_\_

10/2012