



PARKLAND COLLEGE

REQUEST TO WITHHOLD RELEASE OF DIRECTORY INFORMATION

Printed Name _____

The items listed below are designated as Directory Information and may be released for any purpose at the discretion of our institution.

Under the provision of the Family Educational Rights and Privacy Act of 1974 (FERPA), you have the right to withhold the disclosure of all the Directory Information listed below, except to authorized representatives of federal and state supported programs, officials at Parkland or other institution where you might seek enrollment who have a legitimate educational interest or organizations providing financial aid:

Student's name, date and place of birth, address, telephone number, e-mail address, previous institution(s) attended, dates of attendance, enrollment status (full/part time), major field of study, academic honors and awards received, past and present participation in official recognized sports or activities, physical factors (height, weight of athletes), and degrees conferred (including dates).

Please consider very carefully the consequences of any decision by you to withhold Directory Information. Should you decide to inform the institution not to release any of this information any future requests for such information from non-institutional persons or organizations will be refused including College news releases and publications, e.g. Dean's list, graduation program, etc. **This request must be filed by the 10th day (5th day for summer sessions) of any academic term.** Parkland College will honor your request to withhold Directory Information until written consent is received from your to release the hold. Regardless of the effect upon you, Parkland assumes no liability for honoring your instructions that such information be withheld.

Please initial below:

_____ I have read this form carefully and understand the consequences of my decision to restrict the disclosure of Directory Information.

_____ I understand that this form does not restrict the disclosure of Directory Information under all circumstances and the disclosure may be made as permitted by applicable law.

Student's Signature _____ Student's ID# _____ Date _____

Office of Admissions and Records Use Only

Updated by _____ Date _____