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Request to Whithold Directory Information

Directory Information

Under the provisions of the Family Education Rights and privacy Act of 1974, as amended, educational institutions may release directory information without a student's written consent. Directory information is information in a student's educational record that would not generally be considered harmful or an invasion of privacy if disclosed.

At MACC, directory information that may be made public without prior written consent of the student includes: student's name, address (including home, mailing, billing, and campus addresses), e-mail address, telephone number (including cell, home and campus), date and place of birth, enrollment status, program of study, dates of attendance, degrees and awards received, photographs, and most recent previous educational institution attended.

Students may block the public disclosure of directory information (all or in part) by notifying the Registrar in writing. Such a request will remain in force until removed, in writing, by the student. To block in part, circle & initial items listed above.

I request that the Registrar's Office withhold the release of directory information about me to third parties. The information is collected as part of the registration process and I attest that the information I provide is correct. I recognize that the institution is bound by a lawfully submitted court order to provide information as directed by a subpoena and in such a case, the request to withhold information about me cannot be honored.

I recognize that by completing this form, I am requesting that information not be released to non-university personnel. Some of the effects of my decision to request confidential status will be:

- that I will not be listed in campus publications;
information that I am a MACC student will be suppressed, so if others (e.g., family members, friends, prospective employers, loan companies, etc.) inquire about me, they will be informed that MACC cannot release information about me or my attendance,
that MACC will not release information to me about my enrollment over the telephone.
that I will need to conduct all of my business with the College in person, and show my identification.

Once I have designated the confidential classification, it will not be removed until I submit a signed authorization requesting that it be removed.

Print Name, Social Security Number, Signature, Date

Registrar's Office (initial & date):