

EAST CENTRAL COLLEGE
REQUEST TO RESTRICT DIRECTORY INFORMATION

Information must be printed or typed in black or blue ink. (Penciled forms will not be accepted.)

East Central College complies with the Family Educational Rights and Privacy Act (FERPA). All information other than directory information is restricted and will not be released without first obtaining the student's signed consent.*

East Central College defines *directory information* as follows:

Student's Name
City of Residence
Program of Study
Academic Classification (Freshman/Sophomore and Full-time/Part-time)
Participation in Recognized Activities, including photographs of sponsored activities
Dates of Attendance, including matriculation and withdrawal dates
Degrees, Certificates, Recognitions, and Awards Received
Individual or Group Photographs

If the release of directory information is restricted, personally identifiable information will not be released to third parties outside the college without your written consent. Your name will not appear in the commencement program.

I request that my directory information be restricted from release without my written consent. I understand that this restriction is enforced until I submit a request to remove the restriction.

Signature

Date

Student ID#

*FERPA contains provisions for the release of personally identifiable information without student consent to financial aid organizations, health agencies in emergencies, court officials, third parties with valid subpoenas and others as defined in the provisions of the Family Educational Rights and Privacy Act. Please consult the East Central College Registrar if you have questions regarding FERPA.

Return this form to:

East Central College
Registrar's Office
1964 Prairie Dell Rd.
Union, MO 63084

636-584-6551
Fax: 636-583-1897