



Request to Prevent Release of Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires Kalamazoo Valley Community College (KVCC), with certain exceptions, to obtain a student's written consent prior to disclosing personally identifiable information from their education records. FERPA also states the College may release information that is generally not considered harmful or an invasion of privacy without the student's written consent, unless he or she has requested a confidential hold of this "Directory Information."

KVCC designates the following as directory information: the student's name, address, telephone numbers, and date of birth; major field of study and class level; dates of enrollment; full or part time status; degrees, awards, honors conferred and dates received; participation in officially recognized activities and sports; weight and height of members of athletic teams; and previous educational institutions or agencies attended.

The primary purpose of directory information is to allow KVCC to include this type of information from your education records in certain school publications (e.g., academic honors or other recognition lists; graduation programs; and sports activity sheets). It also allows the disclosure of information to outside organizations without a student's prior written consent in response to requests for individual records. Outside organizations generally include, but are not limited to, businesses with which the student has established a relationship such as insurance companies, banks and employers.

In addition to school publications, directory information may also be disclosed in the form of lists to outside organizations without a student's prior written consent. However, KVCC will only do so, at its discretion, with regard to requests from other educational institutions seeking to provide information to KVCC students regarding educational opportunities. KVCC will not release directory information to outside organizations seeking to use such information for non-educational, commercial purposes.

Note: After the first week of classes in a semester, the College may release directory information regarding enrolled students to third parties. Additionally, the College may release directory information regarding graduates to third parties two months after the end of the semester. Students must provide timely requests to keep their directory information confidential in light of these time frames.

Under the provisions of the Family Educational Rights and Privacy Act, you have the right to prevent the release of your Directory Information. Please consider carefully the consequences should you decide to withhold this information. The institution will refuse to respond to all future inquiries. We will not acknowledge you are a student, we will simply state "no information is available regarding that individual." No information will be released unless you provide written authorization. To indicate your wish to prevent the institution from releasing your public or Directory Information, please complete the information and sign below.

Student's Identification	
Name: _____	_____
First	Middle Initial Last
Valley Number: <u> V </u>	If Valley Number is unknown, provide your birth date: _____
Student's Authorization of Confidential Hold	
I am electing to restrict the release of my directory information. This restriction remains in effect until I provide a signed termination letter releasing the confidential hold.	
Signature: _____	Date: _____

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