

OZARKS TECHNICAL COMMUNITY COLLEGE

REQUEST TO DENY/RELEASE DIRECTORY INFORMATION Office of the Registrar

Ozarks Technical Community College may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

Name: _____ Student ID: _____
(Last, First, MI)

Designated directory information at OTC includes the following:

- Student's name
- Major field of study
- Part-time or full-time status
- Dates of attendance
- Matriculation and withdrawal dates
- Awards and honors
- Mailing address
- Academic classification (freshman/sophomore)
- Participation in recognized activities and photos
- Degrees and certificates
- Memberships in national honor societies
- Individual in a group photograph

You may deny the release of your directory information by notifying the Registrar in writing. Please note that such requests are binding for all information to all parties other than for education purposes. Written notification to deny does not apply retroactively to previous releases of directory information.

Please be advised that once you have requested to deny the release of directory information this block will permanently remain on your record until you request, in writing, that it be removed. You should be aware of the implications of blocking access to all public information. If a prospective employer, loan company, family member, etc., inquire about you, they will be informed that OTC has no record of your attendance at the College. If you inquire about yourself via phone or without a picture ID you will be told we have no record of you at OTC.

Deny - I have carefully read the above and request that all my directory information not be disclosed to third parties without my written permission or as permitted by the law.

Release - I would like to remove the block from my record preventing the release of directory information.

Student Signature: _____

Date: ____/____/____

Received by/Date	Processed by/Date