

COLLIN COUNTY COMMUNITY COLLEGE

AUTHORIZATION TO WITHHOLD DIRECTORY INFORMATION

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Federal Law 93-380, information classified as "Directory Information", may be released to the general public without the consent of the student.

Directory information is defined as:

1. Student name;
2. Student address;
3. Telephone listing;
4. Major field(s) of study;
5. Participation in officially recognized activities and sports;
6. Weight and height of athletic team members;
7. Dates of attendance/enrollment;
8. Most recent previous educational institution attended;
9. Degrees and awards received;
10. Photo/visual likeness

A student may request that directory information be withheld from the public by completing this request and returning it to the Registrar's Office. If no request is filed, directory information will be released upon inquiry. Filed requests are valid until revoked by the student in writing.

Directory information is the only part of a student's record that may be released without the prior written consent of the student. No transcript or inquiries concerning an academic record will be released under any circumstances without prior written consent of the student specifying the information to be released, except with regard to the law that provides for disclosure without consent.

Restricting directory information will result in your name being deleted from publications including press releases for academic honors and graduation programs and press releases.

_____/_____/_____
SS NUMBER OR CAMPUS WIDE I.D.

I, _____ request that all of my directory information on file at
FIRST MIDDLE LAST NAME

Collin County Community College be withheld from the general public. I understand this request is valid until I revoke restriction of directory information in writing.

SIGNATURE

DATE

Collin County Community College
2200 W. University Dr.
McKinney, TX 75070
972-548-6744

Collin County Community College
2800 E. Spring Creek Pkwy.
Plano, TX 75074
972-881-5744

Collin County Community College
9700 Wade Blvd.
Frisco, TX 75035
972-377-1744

Courtyard Center for Professional
and Economic Development
4800 Preston Park Blvd.
Plano, TX 75086-9055
972-985-3721