REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION (2015/2016)

River Valley Community College considers the following to be Directory Information: Student’s name, address, telephone number, date of birth, major field of study, dates of attendance, degrees, awards, honors and most recent educational institution attended.

If you do not wish disclosure of any or all of the categories of identifiable directory information, you must submit this form to the Registrar’s Office. A new form for non-disclosure must be completed each academic year.

If you choose to withhold Directory Information, any future requests for such information from non-institutional persons or organizations will be refused, except as provided by law. The College will honor your request to withhold general Directory Information but will assume no responsibility to get permission to release information in the future or assume any liability regardless of the effect upon you by withholding this information.

Please mark the appropriate lines and affix your signature below to indicate your disapproval for the institution to disclose the following Directory Information:

___ All directory information
___ Student name
___ Student address
___ Telephone number
___ Date of birth
___ Student CCSNH e-mail
___ Major field of study
___ Dates of attendance
___ Degrees
___ Awards/honors
___ Most recent educational institution attended

Student Name:_________________________________________  Program:____________________
(Please print)

Student Signature:____________________________________  Date:____________________

Office Use Only

Date received:__________________________  By:____________________
Date processed:____________________  By:____________________

(9/30/15 sg)