



FERPA DIRECTORY INFORMATION OPT-OUT FORM

Name: _____ Date: _____
Last First Middle

Address: _____

City: _____ State: _____ Zip: _____

ID: _____ Phone: _____ E-mail: _____

Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, required that Keystone College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Keystone College may disclose the following basic "directory information" that is generally not considered harmful or an invasion of privacy without your consent: full name, address, College e-mail address, telephone number, date and place of birth, major, degrees and awards received, dates of attendance, most recent previous school attended, classification, participation in College-recognized activities and sports, weight and height (athletes), photograph, enrollment status. If you do not want your information disclosed without your consent, you may choose to opt-out by notifying Keystone College in writing. This form may be used for that purpose.

To: Keystone College Registrar

Subject: Directory Information Opt-Out Notice

I understand that, under FERPA guidelines, Keystone College may disclose basic information about me that is generally not considered harmful or an invasion of privacy without my consent, which is released as "Directory Information".

This is notification that I do not want to be included in Keystone College Directory Information and that no portion of my education records should not be disclosed without my written consent, except as required by law. I further understand that Keystone College will code my educational records to prohibit the release of my educational records without my consent within five (5) business days of receipt of this notification.

Signature: _____ **Date:** _____

Office use only:

Date Received: _____ Date records coded: _____ Initial: _____