



Request to Withhold Directory Information

**Student Request to Withhold Release
of Directory Information**

Directory Information is information available to the public or specified sectors which may or may not be published in a student directory or other publications.

To activate a hold of directory information, this form must be signed by the student and received in the Registrar's Office by the 14th day the 14th day of the semester. This hold will remain in effect until the student provides a written request. Only currently enrolled students may place a hold on the release of Directory Information.

Student Name: _____ SSN: _____ Program Area: _____

I wish to place a hold on the item(s) checked below:

- Name, local address, and telephone number
- Home address
- Date/Place of Birth
- Dates of attendance

Semester: _____

Signed: _____ Date: _____
(Requestor)

Received: _____ Date: _____
(College Registrar)

Policy Reference:

LCTCS Policy # 4.010 Record Retention and Disposal
LTC Policy #SA1930.207 Confidentiality of Student Records
LTC Policy #SA1930.208 Custodial Authority of Student Educational Records

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	03/12/07	
X	Academic Affairs Officers	03/12/07	
X	Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07