



# GLENVILLE STATE COLLEGE

## REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION (RO-07/18)

Registrar's Office 200 High Street, Glenville, WV 26351 304-462-4117 Fax 304-462-8619 registrar@glenville.edu

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
GSC Student ID #

The Family Educational Rights and Privacy Act (FERPA) ensures the confidentiality of student records, permits students access to their records and prohibits the release of records except by permission of the student or by court order, while permitting the continued release of directory information without specific permission from the student. Glenville State College designates the following items as Directory Information:

- Student Name
- E-Mail
- Date and Place of Birth
- Field of Study
- Weight and Height of athletes
- Degrees and Awards received
- Grade Level
- Address
- Telephone Number
- Photograph
- Schools Attended
- Enrollment Status
- Dates of Attendance
- Participation in official recognized sport/activity

Please keep in mind, if you choose to withhold Directory Information, College officials will not be able to confirm your enrollment or degrees awarded with third parties such as potential employers or insurance companies unless the disclosure would otherwise be permitted by FERPA.

**I hereby request** that Glenville State College does not disclose or release any of my personal, academic, or directory information to any individual or agencies. This request will remain in effect until I remove my request with the Registrar's Office.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**I am requesting to remove the restriction I previously placed on all of my Directory Information.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_