

Request to Prevent the Disclosure of Directory Information

WCJC Student ID

Last Name (Current Legal)

First Name

Directory Information includes any information contained within a student's education record that would not generally be considered harmful, or an invasion of privacy, if disclosed. Directory information includes:

- Student name;
- Address, telephone number, and email;
- Date and place of birth;
- Previous institutions attended;
- Dates of attendance;
- Class (freshman, sophomore, etc.);
- Major field of study;
- Awards, honors, degrees conferred; and
- Participation (past or present) in school-sanctioned sports or activities.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to prevent the disclosure of Directory Information. Should you decide to request that WCJC not release your Directory Information, any future requests for such information from non-institutional persons/organizations will be refused.

WCJC will honor any student's request to withhold any Directory Information but cannot assume responsibility to contact you for subsequent permission to release information. Regardless of the effect, the institution assumes no liability for honoring the request to prevent the disclosure of your Directory Information.

Please indicate your request to prevent the disclosure of your Directory Information.

_____ I do not permit Wharton County Junior College to disclose the Directory Information contained within my educational record.

Student Signature (For electronic submission, type your name and WCJC student ID.)

Date

If this form is not received in the Office of Admissions and Registration prior to the census date for a given semester (12th class day for fall/spring terms; 4th class day for summer terms), the above information may be disclosed for the remainder of that current semester. A new form for to prevent disclosure of Directory Information must be completed each semester of enrollment.

Email completed form to registrar@wcjc.edu. Please remember to use your WCJC email for all correspondence with the college; non-WCJC email addresses may be blocked.

Office Use Only

Processed by: _____

Revised: 03/20/2020

Term Code: _____