

Request to Prevent Disclosure

OFFICE OF ADMISSIONS, RECORDS & ENROLLMENT DEVELOPMENT
SANTA ROSA JUNIOR COLLEGE DISTRICT
SANTA ROSA, CA 95401
(707) 527-4685

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

To all students:

The Family Educational Rights and Privacy Act designates certain information released to students as "Directory Information" and gives Santa Rosa Junior College (SRJC) the right to disclose such information to anyone inquiring without having to ask students for permission unless the students specifically request in writing that all such information not be made public without their written consent. The categories of "Directory Information" are listed in the SRJC policy statement on privacy right, a copy which is available upon request from the Office of Admissions, Records & Enrollment Development. If you wish to withhold the disclosure of all of the items of "Directory Information," fill out the form below and submit it to the Supervisor of Academic Records.

This form must be received in the Office of Admissions, Records & Enrollment Development within the first two weeks of each semester. If it is not received in that office by that date, all directory information will be disclosed for the remainder of the semester. A new form for non-disclosure must be completed each semester. This form becomes invalid at the end of the semester identified below.

Please consider very carefully the consequences of any decision made by you to withhold any category of "Directory Information", as any future requests for such information from non-institutional persons or organizations will be refused. SRJC will honor your request to withhold all of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, SRJC assumes no liability for honoring your instructions that such information be withheld.

I have carefully read the above and request that all "Directory Information" not be disclosed to non-institutional persons or organizations by SRJC without my prior written permission.

Term (circle one): Fall _____ Spring _____ Summer _____ 20 _____

Student's Printed Name _____ Student ID # _____

Student's Local Address _____

City _____ State _____ Zip _____

Student's Local Phone _____

Today's Date _____ Student's Signature _____

Return completed form: Director, Admissions, Records & Enrollment Development in
Plover Hall on Santa Rosa Campus, or Jacobs Hall on Petaluma Campus.