

**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 of this statement 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 this 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 may 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 _____

Printed Name _____ Student ID Number _____ Last 4 Digits SSN _____

Student’s Local Address _____

City _____ State _____ Zip _____

Student’s Local Phone _____

Today’s Date _____ Student’s Signature _____

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

ANNUAL NOTIFICATION TO STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Santa Rosa Junior College (SRJC) receives a request for access. Students should submit to the supervisor [or appropriate official] written requests that identify the record(s) they wish to inspect. SRJC's official will make arrangements for access and notify the student of the time and place where their records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask SRJC to amend a record that they believe is inaccurate or misleading. They should write the SRJC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If SRJC decides not to amend the record as requested by the student, SRJC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by SRJC in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom SRJC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, SRJC discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SRJC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information **may** include, but is not limited to: Student's name, email address, part-time/full-time status.