

# Request to Opt Out of Directory Information

Richland Community College | One College Park | Decatur, Illinois 62521



At Richland Community College’s discretion, it may provide directory information to the general public in accordance with the Family Educational Rights and privacy Act of 1974 (FERPA), as amended. At Richland Community College, directory information is limited to:

Student’s name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, grade level, degrees earned, honors and awards received, participation in officially recognized activities, most recent previous educational agency or institution attended, and Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used access education records without a PIN, password, etc.

No Other student information is released to non-college personnel without your permission. By completing this form, you will be requesting that information NOT be released to non-university personnel or listed in campus directory information.

Some of the effects of your decision to request confidential status will be that you must make all address changes with a signed authorization or in person with a form of ID. Friends or relatives trying to reach you will not be able to do so through the College. Information that you are a student here will be suppressed, so that if a loan company, perspective employer, family member, etc., inquire about you, they will be informed that we have no record of your attendance here.

Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**REVOCATION OF NON-DISCLOSURE OF DIRECTORY INFORMATION**

I hereby authorize the Office of the Registrar at Richland Community College to remove the non-disclosure block from my education record. Effective immediately, directory information may once again be released to the public, at the discretion of Richland Community College.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date