



## REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) designates certain information as "Directory Information". This information may be released to anyone inquiring without asking the student's permission. Ogden-Weber Technical College has designated the following as Directory Information: name, address, phone number, email address, program in which enrolled, enrollment status, e.g., full- or part-time, certificates and dates received, honors, and dates of attendance.

The purpose of this form is to allow a student to exercise his or her right to block the release of directory information.

### STUDENT INFORMATION:

|              |                |
|--------------|----------------|
| Name:        | Phone Number:  |
| Student ID#: | Date of Birth: |

### AUTHORIZATION:

- ☐ **Block the Release of Directory Information:** This prohibits the Technical College from disclosing all directory information except as specified under FERPA. Requests for directory information will be refused. Regardless of the effect upon the student, the Technical College assumes no liability as a result of honoring this request to withhold this information. This restriction will remain in effect until the student completes the form to change this request.
- ☐ **Allow the Release of Directory Information (remove previous block):** This will remove all previous declarations to block the release of directory information and allows directory information to be released from this date forward.

\*Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*AUTHORIZATION MUST BE SIGNED IN THE PRESENCE OF AN OGDEN-WEBER TECHNICAL COLLEGE EMPLOYEE**

### OWTC Campus Use Only:

Employee Verifying Student's Identity (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return Completed Form to Student Records**