

Request for Restricting the Release for Directory Information

Office of the Registrar Gwinnett Technical College 5150 Sugarloaf Parkway

Phone: 770-962-7580 ext.6411 / Fax: 770-685-1267

Under the Family Educational Rights and Privacy Act of 1974, release of personally identifiable student education records (other than directory information) to any party other than those specified by FERPA is not permitted without your written consent. You may elect to restrict the "directory information" listed below by signing and dating this form, providing a copy of your Student ID or Driver's License, and returning the form and the copy to the Registrar Office.

The Technical College System of Georgia and its technical colleges define "directory information" as follows:

- Full name of student
- Address(es)
- Telephone Number(s)
- Email address(es)
- Major and field(s) of study
- Degrees and awards including nature and date received
- Dates of attendance
- School or division of enrollment
- Enrollment status (i.e., full or part-time, undergraduate, graduate)
- Name of institution last attended
- Participation in official sports and activities
- Height and weight of athletic team members
- Photograph(s)

By signing this form, no information including directory information, will be released to a third party without the written consent of the individual or as directed by law. In addition, certain state and federal laws require the release of certain student information without prior notification to the student.

Please consider very carefully the consequences of any decision to have your "directory information" withheld.

Please initial each box to confirm your understanding of the following statements:

- I understand it may take a least one week from the date of receipt for all of the offices listed below to process this non-release request.
- I understand that this does not prevent disclosure to GTC personnel who have a need to know consistent with their official duties for the GTC or to persons outside the college if such outside disclosure (1) is permitted by me in writing; (2) is in connection with my application for or receipt of financial aid; (3) is in connection with my application to or my previous enrollment in another school; (4) is pursuant to a lawfully issued subpoena or court order; (5) is required by a health or safety emergency; (6) is otherwise required or permitted by law.
- I understand that my name and program information will not be included in the commencement program.
- I understand that my information will be restricted until this office is notified in writing.

The College assumes no liability for honoring your request to withhold this information.

Student Name: _____ Student ID # _____

Social Security: _____ Date: _____