

FERPA Request to Withhold or Release Directory Information



Pursuant to the Family Educational Rights and Privacy Act (FERPA), student information designated by Pima Community College (PCC) as Directory Information may be released without a student's prior written consent to anyone for any purpose. Under FERPA, you have the right to instruct PCC to withhold your Directory Information. If you instruct PCC to withhold your Directory Information, PCC will decline all future requests from non-PCC individuals or organizations for your information unless PCC is legally required to disclose it, such as to authorized federal, state, and local authorities or in response to a judicial order or valid subpoena. Your Directory Information will still be accessible internally by authorized PCC employees.

BEFORE SIGNING THIS FORM, please consider the consequences of withholding your Directory Information. For example, PCC would be unable to verify your degree, major, or enrollment for possible employment, non-PCC scholarships, credit applications, insurance purposes, apartment leases, etc.

You may instruct PCC to withhold your Directory Information at any time by completing and submitting this form to the Office of Enrollment Services and Registrar (see Section 1). PCC will honor your instruction until you inform the Registrar in writing that you no longer want PCC to withhold your Directory Information (See Section 2).

If you instruct PCC to withhold your Directory Information, you may still authorize PCC to release specific information on a transaction-by-transaction basis. You must instruct PCC in writing to make a one-time release of your Directory Information (see Section 3). PCC will not contact you for subsequent permission to release your Directory Information and assumes no liability for honoring your instruction to withhold information.

The following information has been designated by PCC as Directory Information:

- Student name
- Major field of study
- Participation in an official College-sponsored activity
- Dates of attendance
- Degree(s), certificate(s), honor(s) and awards received
- Most recent educational institution attended
- Enrollment status (full-time, part-time, graduated, etc.)
- Expected graduation date
- College-issued email address (e.g., jdoe@pima.edu)

For student athletes only:

- Height
- Weight
- Photograph
- High school and/or last college attended

Students About to Graduate: If you have instructed PCC to withhold your Directory Information, PCC will continue to honor your instruction after you graduate. If you will need PCC to verify your degree to potential employers, you must instruct PCC in writing to release your Directory Information (See form below).

Effective Date: PCC will begin withholding your Directory Information when your completed form is received by the Registrar. Forms cannot be used retroactively, and PCC is not responsible for Directory Information released prior to the Registrar's receipt of your completed form.

DIRECTORY INFORMATION: WITHHOLD/RELEASE FORM

(Please complete and return to the Office of Enrollment Services and Registrar)

SECTION 1: *Withhold My Directory Information*

I hereby instruct PCC to *withhold* my Directory Information, including all records and information listed above. I want to prevent the disclosure of my Directory Information, and I understand the consequences of doing so.

Name (print): _____ Student ID#: _____

Signature: _____ Date: _____

SECTION 2: *Release My Directory Information*

I have previously instructed PCC to withhold my Directory Information, and I hereby *withdraw* that instruction and authorize PCC to release my Directory Information.

Name (print): _____ Student ID#: _____

Signature: _____ Date: _____

SECTION 3: *One-Time Release of Withheld Directory Information*

I have previously instructed PCC to withhold my Directory Information, and I hereby authorize PCC to make a *one-time release* of the following specific information to the individual or organization named below for the specified purpose. My instruction to withhold my Directory Information otherwise remains in place.

Name (print): _____ Student ID#: _____

Signature: _____ Date: _____

Information to be Released: _____

Recipient Individual/Organization: _____

Purpose of One-Time Release: _____

Submission Instructions

- **Scan and email** to registrar@pima.edu. Submissions sent from personal email (non-PCC email account) must include a notarized copy of government-issued ID card; or
- **Deliver in-person** to (must present a government-issued ID card) the Office of Enrollment Services and Registrar, 4905 E. Broadway Blvd., Suite B220; or
- **Mail** (must include notarized copy of government-issued ID card) to:
Pima Community College
Office of Enrollment Services and Registrar
4905B E. Broadway Blvd., Suite 220
Tucson, AZ 85709; or
- **Fax** (must include notarized copy of government-issued ID card) to: 520-206-4790

FOR OFFICIAL USE ONLY

Received By: _____ Dept./Office: _____ Date: _____