



# MENDOCINO COLLEGE

## REQUEST TO WITHHOLD DIRECTORY INFORMATION

Office of Admissions & Records

1000 Hensley Creek Road, Ukiah, CA 95482

(p) 707/468-3101 ▪ (f) 707/468-3430 ▪ registration@mendocino.edu

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all institutions that receive funds under an applicable program of the U.S. Department of Education. FERPA was designated to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. FERPA identifies certain data as "directory information," which may be freely released to the public without written authorization of the student. Students may file a form with Office of Admissions and Records requesting withholding of directory information.

The Mendocino Lake Community College District regards the following as "Directory Information" which can be released to the public without the written authorization of the student:

- Student's name
- Dates of attendance
- Participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members
- Degrees and awards received, including honors, scholarship awards, athletic awards, and Dean's List recognition.

In accordance with the Family Educational Rights and Privacy Act of 1974, all other student information, excluding that designated as Directory Information, cannot be released to a third party without written authorization submitted to the college by the student. This law applies to all students attending Mendocino College regardless of the students age.

Under the provisions of the Family Educational Rights and Privacy Act of 1974 a student has the right to withhold disclosure of directory information. Mendocino College will honor a student's request to withhold directory information until such time as they inform the College in writing that they withdraw the request.

**I hereby request that Mendocino College withhold directory information from public disclosure until I withdraw this request. I have read the above information and understand the limitations set by this request.**

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
STUDENT ID#

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

### For Office Use Only

Processed by: \_\_\_\_\_  
Staff Initials

BIO Update: \_\_\_\_\_  
Date