

**REQUEST TO PREVENT DISCLOSURE
OF DIRECTORY INFORMATION**

First Name	Last Name	Student ID:	College	Date:

City Colleges of Chicago hereby designates the following student information as "Directory Information." Such information may be disclosed by the colleges for any purpose, at their discretion.

Student's name, address, telephone listing, electronic mail (email) address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees/certificates, honors and awards received, and the most recent educational agency or institution attended.

Currently enrolled students may withhold disclosure of any of the above "Directory Information" under the Family Educational Rights and Privacy Act of 1974 (FERPA). Failure on the part of a student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure. The FERPA hold remains on the student's record until removal requested in writing by student and they apply districtwide. For additional information regarding FERPA, please check its web site at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

This form must be fully completed and signed by the student in person at the Office of the Registrar with proper identification.

A. Type of Request (select only one)

- Initial request to block Directory Information
- Updated request to block Directory Information *(please mark all categories to be blocked – this will revoke the original request)*
- Revocation of request to block Directory Information

B. Select which categories or specific items of directory information you wish to block (check all that apply):

- All Directory Information
- Name and Attendance Information including (major field of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees/certificates, honors and awards received, and the most recent educational agency or institution attended)
- Personal Information :
 - Date of Birth
 - Birth location
 - Student ID Number
 - Marital Status
 - Personal Status
 - Gender
- Home/Mailing Address
- Phone
- Email Address

I understand that (1) I have requested to block specific directory information from release, (2) that my request to block the designation of my information as directory information will apply to all categories I have marked, and will affect all requests for directory information, including from prospective employers, and (3) my designations will stay in effect until I inform the Office of the Registrar in person and in writing to remove any or all restrictions, (4) if selected, my revocation of this request will be in place immediately and my directory information will be released in accordance with City Colleges of Chicago policy.

Student's Signature (Date)

Signature of Parent or Guardian (if under 18) (Date)