



AUTHORIZATION TO OPT OUT OF DIRECTORY INFORMATION

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), Marion Technical College may release "Directory Information" to the general public.

The following is considered "Directory Information" at Marion Technical College and will be made available to the general public:

- Student Name
- Telephone number
- Address
- E-mail address
- Major
- Dates of Enrollment
- Degrees/Certificates conferred
- Photographs

Under the provisions of FERPA, you have the right to withhold disclosure of such directory information. Please carefully consider any decision to withhold such disclosure. Should you decide not to release any of this information, any requests for such information from Marion Technical College will be refused.

This authorization is valid until a written request to repeal has been received by the Office of Student Records.

I hereby request Marion Technical College to not release any directory information from my academic records.

Name (Please print) _____ Student ID: _____

Student's Signature _____ Date: _____

RETURN FORM TO THE OFFICE OF STUDENT RECORDS OR EMAIL FORM BACK TO REGISTRAR@MTC.EDU

OSR OFFICE ONLY

Acknowledged By: _____ Date _____