**REQUEST TO WITHHOLD DIRECTORY INFORMATION (“Privacy Hold”)**

In accordance with my rights as an eligible student under the Family Educational Rights and Privacy Act of 1974, as amended, 2-0 U.S.C. 1232g, also known as FERPA or the Buckley amendment. (Synopsis available in the Administrative Regulations, Student Rights 2.5.3—Student Records), I hereby request that [INSERT COLLEGE NAME] not release directory information about me from my educational record(s) without my specific written consent, as indicated below.

\_\_\_\_\_ I am requesting that Maricopa County Community College District, specifically [INSERT COLLEGE NAME] withhold all of my directory information. This request means my directory information will not be shared with anyone, including prospective employers seeking directory information for students attending school in the MCCCD.

I understand that directory information includes the following:

* full name
* address (local, home, and mailing)
* college email address
* telephone number
* Major field of study
* Participation in officially recognized activities and sports, including weight and height of members of athletic teams
* degrees and awards received
* dates of attendance
* part-time or full-time status
* most recent previous educational agency or institution attended by the student
* college within the Maricopa Community Colleges where the student has been enrolled
* student photograph

***This request about my directory information shall become effective immediately and shall remain in effect until revoked by me, in writing.*** I understand that even if I restrict access to my information, other students in classes for which I am registered may be given my name and contact information (generally email address) if, in the discretion of the instructor, this is appropriate to promote class discussion and/or interaction.

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Student Name (Print) MEID

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

*If you have any questions about the use of this form, please visit: Administrative Regulations, Student Rights 2.5.3—Student Records.*

For Registrar Office Use Only

\_\_\_ verified picture ID \_\_\_ Posted to System Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_