Request to Withhold Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects student education records. The law provides that a school will maintain the confidentiality of student education records. There are two types of educational records: non-directory and directory information.

**Non-directory information** is information contained in an educational record of a student that would be considered harmful or an invasion of privacy if disclosed, such as social security numbers, student ID numbers, transcripts, disciplinary records, and financial awards/charges. As a college student, you control the access to this type of information. Persons for whom you are a dependent (e.g., parents or guardians) may still access this information if you have signed a Student Consent to Designated Party Access to Educational Records and/or are being claimed as a dependent child (as defined by the Federal Income Tax standards).

**Directory information** is information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. This includes a student’s name, address, telephone number, electronic e-mail address, photograph, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and height of athletes, dates of attendance, grade level, enrollment status (e.g., full- or part-time), degrees, honors, and awards received, and other similar information.

Students may withhold disclosure of directory information by filing this written request with the Registrar’s Office. Please note that such withholding requests are binding for all information to all parties other than for education purposes.

Students should consider all aspects of a directory information hold prior to filing the request. This request will prevent Trinity Christian College from releasing any directory information, and any request for such information from non-Trinity persons or organizations will be refused (e.g., your name will not appear in the commencement program, we will not be able to confirm your degree to prospective employers, etc.).

This request will remain in effect until revoked by the student.

**Exclusions:** Persons who claim you as a dependent, as defined by IRS standards, are excluded from this request for non-disclosure and may have access to their dependent’s educational record if they provide a copy of the most current Internal Revenue Form 1040. Student records are also accessible for selected other purposes, such as to members of Trinity faculty and staff who have a legitimate need to know their contents, to another institution to which the student is transferring, and in response to a lawfully issued court order or subpoena.

Student Name _____________________________ Date _____________________________

Student Signature ___________________________ Phone Number ___________________________

(This number will ONLY be used by Registrar’s Office in the event that a third party contacts us asking for your information.)

FERPA information and forms are available at [http://www.trnty.edu/ferpa.html](http://www.trnty.edu/ferpa.html)