

## A. Request for Non-Release

The items listed below are designated as "directory information" and may be released for any purpose at the discretion of the institution. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to prevent the disclosure of this information.

### Directory information consists of:

- Student name and city of residence
- Student college sponsored email address
- Date of birth
- Enrollment status
- Major and fields of study
- Participation in College recognized activities and athletics
- Dates of attendance
- Degrees and awards received
- Most recent educational institution attended
- Photograph and height/weight of athletic team member

Please consider very carefully the consequences of any decision by you to prevent disclosure of directory information. Should you decide to inform the institution not to release this information, any future request for such information from non-institutional persons or organizations will be refused until you request Daytona State College to release the hold.

The institution will honor your request to withhold the information listed but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

If you wish Daytona State College to withhold disclosing directory information, please complete the following non-release request.

## Please Print

Name \_\_\_\_\_ Student ID # or Social Security # \_\_\_\_\_

Student Classification (check one):  College Credit  Certificate  Adult Education  Individual Course

I request that no Directory Information be released without my consent as of this date: (month/day/year) \_\_\_\_\_

Student Signature \_\_\_\_\_

## B. Removal of Non-Release Hold

I request Daytona State College to remove the hold for non-release of directory information.

Name \_\_\_\_\_ Student ID # or Social Security # \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE USE ONLY

Date Entered \_\_\_\_\_ Initial \_\_\_\_\_

Date Entered \_\_\_\_\_ Initial \_\_\_\_\_