

LOUISIANA DELTA COMMUNITY COLLEGE

Division of Academic Affairs · Office of the Registrar

Permission to Restrict or Release Educational Records

You must submit a copy of your photo ID with this form.

The items listed under Directory Information may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of Directory Information. Please consider carefully the consequences of any decision to withhold Directory Information. Should you decide to inform this institution **not** to release Directory Information, any future request for such information from non-institutional persons or organizations will be refused. For example, the College would be unable to verify degree, major or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc.

Note to potential graduates: A Directory Information Withhold flag will remain on your records after graduation if you have requested that the information be withheld; therefore, we will not be able to verify your degree to potential employers. Should you decide to withhold Directory Information, you may authorize at a later date on a transaction-by-transaction basis the release of directory or non-directory information (for example, the release of a transcript for employment purposes) or you may cancel withhold directory. See below for instructions. (See below for removal of Directory Information Withhold designation.)

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

Louisiana Delta Community College designates the following items as Directory Information:

1. Name/s
2. Address(es)
3. Date of birth
4. Dates of attendance
5. Degrees and dates received
6. Current schedule of classes (released to LDCC, local, state, and federal law enforcement agencies only)
7. Classification (e.g., freshman, sophomore)
8. Program and major
9. Full- and part-time status
10. Level (i.e., undergraduate)

This form should be submitted to the Registrar's Office on or before the 14th instructional day of the fall or spring semester or the 7th instructional day for the summer term. Forms will be accepted after these deadlines, but we cannot be responsible for the release of Directory Information prior to receiving the Withhold request form in the Registrar's Office.

Directory Information Withhold/Release Form

Withhold Directory Information

I want **Directory Information** to be *withheld*. (**Directory Information** includes all items listed above.)

I wish to prevent the disclosure of my **Directory Information** and understand and ramifications of doing so.

Name (print) _____

LDCC ID _____ Date _____

Signature _____

From the date this form is received in the Registrar's Office, we will honor your request to **Withhold Directory Information** until you request in writing that you wish to remove the **Withhold Directory Information** designation. You may authorize the release of information in writing on a transaction-by-transaction basis without removing the Withhold Directory Information designation (see above).

Release Directory Information

I want **Directory Information** to be *released*. (**Directory Information** includes all items listed above.)

I no longer wish to prevent the disclosure of my **Directory Information** and release LDCC from any responsibility to withhold open **Directory Information** from the date this form is received in the Registrar's Office.

Name (print) _____

LDCC ID _____ Date _____

Signature _____

From this date this form is received in the Registrar's Office we will honor your request to **Release Directory Information**.