

FERPA Request to Withhold or Release Directory Information



Pursuant to the Family Educational Rights and Privacy Act (FERPA), student information designated by Pima Community College as Directory Information may be released without a student's prior written consent to anyone for any purpose. Under FERPA, you have the right to instruct the College to withhold your Directory Information. If you instruct the College to withhold your Directory Information, Pima will decline all future requests from non-Pima individuals or organizations for your information unless the College is legally required to disclose it, such as to authorized federal, state, and local authorities or in response to a judicial order or valid subpoena. Your Directory Information will still be accessible internally by authorized College employees.

BEFORE SIGNING THIS FORM, please consider the consequences of withholding your Directory Information. For example, the College would be unable to verify your degree, major, or enrollment for possible employment, non-Pima scholarships, credit applications, insurance purposes, apartment leases, etc.

You may instruct the College to withhold your Directory Information at any time by completing and submitting this form to the Office of Enrollment Services and Registrar (see Section 1). Pima will honor your instruction until you inform the Registrar in writing that you no longer want the College to withhold your Directory Information (See Section 2).

If you instruct the College to withhold your Directory Information, you may still authorize the College to release specific information on a transaction-by-transaction basis. You must instruct the College in writing to make a one-time release of your Directory Information (see Section 3). The College will not contact you for subsequent permission to release your Directory Information and assumes no liability for honoring your instruction to withhold information.

The following information has been designated by the College as Directory Information:

- Student name
- Major field of study
- Participation in an official College-sponsored activity
- Dates of attendance
- Degree(s), certificate(s), honor(s) and awards received
- Most recent educational institution attended
- Enrollment status (full-time, part-time, graduated, etc.)
- Expected graduation date
- College-issued email address (e.g., jdoe@pima.edu)

For student athletes only:

- Height
- Weight
- Photograph
- High school and/or last college attended

Students About to Graduate: If you have instructed the College to withhold your Directory Information, Pima will continue to honor your instruction after you graduate. If you will need Pima to verify your degree to potential employers, you must instruct the College in writing to release your Directory Information (See form below).

Effective Date: The College will begin withholding your Directory Information when your completed form is received by the Registrar. Forms cannot be used retroactively, and the College is not responsible for Directory Information released prior to the Registrar's receipt of your completed form.

DIRECTORY INFORMATION: WITHHOLD/RELEASE FORM

(Please complete and return to the Office of Enrollment Services and Registrar)

SECTION 1: *Withhold My Directory Information*

I hereby instruct the College to *withhold* my Directory Information, including all records and information listed above. I want to prevent the disclosure of my Directory Information, and I understand the consequences of doing so.

Name (print): _____ Student ID#: _____

Signature: _____ Date: _____

SECTION 2: *Release My Directory Information*

I have previously instructed the College to withhold my Directory Information, and I hereby *withdraw* that instruction and authorize the College to release my Directory Information.

Name (print): _____ Student ID#: _____

Signature: _____ Date: _____

SECTION 3: *One-Time Release of Withheld Directory Information*

I have previously instructed the College to withhold my Directory Information, and I hereby authorize the College to make a *one-time release* of the following specific information to the individual or organization named below for the specified purpose. My instruction to withhold my Directory Information otherwise remains in place.

Name (print): _____ Student ID#: _____

Signature: _____ Date: _____

Information to be Released: _____

Recipient Individual/Organization: _____

Purpose of One-Time Release: _____

Submission Instructions

- **Registrar File Upload:** Upload the signed document to the Registrar File Upload through MyPima>Students>Register and Pay (must include copy of government-issued ID card); or
- **Scan and email to** registrar@pima.edu. Submissions sent from personal email (non-Pima Community College email account) must include a notarized copy of government-issued ID card; or
- **Deliver in-person** to (must present a government-issued ID card) the Office of Enrollment Services and Registrar, 4905 E. Broadway Blvd., Suite B220; or
- **Mail** (must include notarized copy of government-issued ID card) to:
Pima Community College
Office of Enrollment Services and Registrar
4905B E. Broadway Blvd., Suite 220
Tucson, AZ 85709; or
- **Fax** (must include notarized copy of government-issued ID card) to: 520-206-4790

FOR OFFICIAL USE ONLY

Received By: _____ Dept./Office: _____ Date: _____