

Please Print All Information

## STUDENT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	MAIDEN NAME	
MAILING ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	VALENCIA ID/SOCIAL SECURITY NUMBER			

### Privacy Rights of Students

Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records under Statute 20, United States Code, section 1232g. The Code requires each student be notified annually of the rights accorded them by the Code. These rights include: (1) The right to inspect and review their education records. (2) The right to request an amendment to the education record if the student finds the records to be inaccurate, misleading, or in violation of their privacy rights. (3) The right to provide written consent to disclose or withhold personal information about the student. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failure by the college to comply with the requirements of FERPA.

The Code provides for a category of student information termed "Directory Information" which is available to all persons on request unless the student places a "confidential hold" on his/her records.

#### Directory Information:

- Student's Name
- Mailing Address
- Dates and Degrees and Awards Received
- Dates of Attendance (Current & Past)
- Major Field of Study
- Photographs and Digital and Video Images

Non-Directory information may be released only with the written permission of the student. Once a student reaches the age of 18 or is enrolled in a post-secondary program, parents are required to provide written permission from the student to review their student's records.

I, \_\_\_\_\_, request  
NAME OF STUDENT  
that Valencia Community College withhold the release of directory information, unless I authorize the release of the information.

I understand that this request is for the duration of my attendance at Valencia and that when I cease to be a student at Valencia, the most recent statement pertaining to release of information will apply.

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

\_\_\_\_\_  
Date Signed

**NOTE:** This form must be completed and submitted to the Registrar's Office on the campus where your records are kept.

This form is in compliance with Statute 20, United States Code, section 1232g.