



Request to Withhold Directory

NAME: _____ ID: _____
(Please print)

ADDRESS: _____ PHONE Home: () - _____
Work: () - _____
Cell: () - _____

E-MAIL: _____

OTHER NAMES WHICH MAY APPEAR ON ACADEMIC RECORDS: _____

DOB: - - _____

Under the Family Educational Rights and Privacy Act, Texas Southmost College may release information considered to be directory information to agencies or persons outside the TSC community without notice to the student, unless the student has requested in writing that this information not be released. Directory information may include: name; address; telephone number; date of birth; place of birth; major field of study; participation in officially recognized activities and sports; dates of attendance; most recent educational institutions attended; classification; degrees and awards received; date of graduation; physical factors (height and weight) of athletes; and photographs.

Students who do not want directory information to be released are responsible for notifying the **Office of Admissions** by completing this form. Students should understand that a request to withhold directory information will mean that all inquiries; e.g., confirmation of attendance or degrees by companies seeking information on applicants for employment, cannot be honored unless accompanied by a signed release by the students.

Under the Family Educational Rights and Privacy Act, Texas Southmost College is required by law (whether or not the student has requested that directory information be withheld) to release student information without written consent of students to authorized representatives of federal and state-supported programs; e.g., Comptroller General of the United States, Secretary of Education, state educational authorities, and the Veterans Administration, as well as parents presenting proof of dependency of students.

Please be advised, this form must be submitted through the official record day as stipulated in the official academic calendar (www.tsc.edu). Also, this form is only valid for the term in which it was submitted. A new request must be submitted every semester during the student's duration at TSC.

*Detailed information in which the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.1232G, and the Texas Open Records Act, Texas Government Code 552.001 et. seq., are applied can be found in: Undergraduate Catalog, **Student Handbook**, and the **Collegy Handbook of Operating Procedures**.*

I do not wish any directory information released without my written consent for the _____ semester (please specify term and year, ex: Fall 2005).

STUDENT SIGNATURE: _____ DATE: _____

OFFICE OF THE REGISTRAR USE ONLY *(place original in student's file and copy in Directory Information file when completed):*

Comments: _____
(Explain Any Exceptions)

Entered on BIO #19 _____
(Staff Initials)

Removed from BIO #19 _____
(Staff Initials)