




## Permit Disclosure of Directory Information

I, \_\_\_\_\_, request that the Office of Admissions at Carl Albert State College invalidate my Withhold Directory Information and permit the release of my directory information to third parties without my written consent to do so. This form must be on file in the Office of Admissions before the initial request to withhold directory information is voided.

Student ID: \_\_\_\_\_ SSN: \_\_\_\_\_  
Full Name (print): \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Admissions Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this original form to:**

 Carl Albert State College, Office of Admissions, 1507 So McKenna, Poteau, OK 74953

### FERPA Policy

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Office of Admissions & Records recognizes the student's rights to privacy and will not release information about students without their written consent, except in specific situations as outlined by the Family Educational Rights and Privacy Act of 1974, its amendments and the final rule of the U.S. Department of Education.

Students may *withhold* disclosure of directory information by submitting written notification to the Admissions Officer. Failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

A student's directory information appears in *college publications* and *newspapers* for reasons such as student directories, alumni publications, honor rolls, awards assemblies, graduation announcements, student organizations, or athletic programs. CASC has designated the following items as directory information:

- |                                 |                              |
|---------------------------------|------------------------------|
| ▪ name                          | ▪ honors, awards             |
| ▪ local and permanent addresses | ▪ academic classification    |
| ▪ telephone number              | ▪ gender                     |
| ▪ e-mail address                | ▪ activities                 |
| ▪ date and place of birth       | ▪ athletic weight and height |
| ▪ major                         | ▪ sports                     |
| ▪ enrollment status             | ▪ photograph                 |
| ▪ graduation dates and degrees  |                              |