



Withhold Directory Information

I, _____, request that the Office of Admissions at Carl Albert State College withhold the release of my directory information to any parties or agencies outside the CASC personnel. This *withhold* request will remain in affect until otherwise removed by written request of the student (Release of Privacy Hold) or until five years has elapsed from the date of signature. This form must be on file in the Office of Admissions before directory information may be withheld.

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:

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