



FERPA: Withhold Directory Information

Office of Admissions • 1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax

Carl Albert State College does not normally disclose *directory information*. However, at its discretion, it may provide directory information in accordance with the *Family Educational Rights and Privacy Act (FERPA)*, as amended. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy and may be disclosed to a third party without written consent. Designated directory information at Carl Albert State College includes the following:

- Name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (full-time or part-time)
- Participation in activities or sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Dates of degrees received
- Most recent educational agency or institution attended

Under the provision of FERPA, students have the right to withhold the disclosure of directory information. Student requests to withhold disclosure of directory information may be made in the Office of Admissions & Records located in Poteau, Oklahoma at any time during the semester.

Please consider very carefully the consequences of any decision by you to withhold directory information. Should you decide to inform the institution not to release any or all of this directory information, any future requests for such information from non-institution persons or an organization will be refused. (For example, we will refuse information requests from prospective employers or loan companies for enrollment or degree verifications; and publication of graduation, athletic information, or honor rolls).

Carl Albert State College will honor your request to withhold any directory information item but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the college assumes no liability for honoring your instructions that such information be withheld. Your request for non-disclosure will remain in effect until rescinded in writing (see below).

To 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, except as required by FERPA. This *withhold* request will remain in effect until revoked by me (see below). This form must be on file in the Office of Admissions before directory information may be withheld. (present picture ID)

Student Signature

Date

CASC ID Number



To Revoke Previous Request to Withhold Directory Information:

I, _____, revoke my previously submitted request and authorize Carl Albert State College to remove my request to withhold directory information. Effective immediately, directory information may once again be release to the public, at the discretion of Carl Albert State College. (present picture ID)

Student Signature

Date

CASC ID Number

For Office Use Only:	
Withhold: _____	Revoke: _____