

COLLEGE OF DuPage
Glen Ellyn, Illinois 60137

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The items listed below are designated as “Directory Information” and may be released for any purpose at the discretion of the college.

Under the provisions of the **Family Educational Rights and Privacy Act of 1974**, you have the right to withhold the disclosure of the “Directory Information” listed below.

Please consider very carefully the consequences of any decision by you to withhold “Directory Information.” Should you decide to inform the college not to release this “Directory Information,” any future requests for such information from non-college persons or organizations will be refused.

The college will honor your request to withhold the information listed below but will not contact you for permission to release them at a later date. Regardless of the effect upon you, the college assumes no liability for honoring your instructions that such information be withheld.

Directory Information consists of the following:

Name, address, telephone number, date and place of birth, classes and dates of attendance, previous education institution(s) attended, major field of study, awards, honors and degrees earned, past and present participation in officially recognized sports and activities, height and weight.

Please complete your name, address, Social Security number and sign your name below and return this form to the Office of the Director of Admissions, Registration and Records, Student Resource Center (SRC), Room 2048C.

STUDENT NAME: _____

ADDRESS: _____

STUDENT SOCIAL SECURITY NUMBER: _____

SIGNATURE: _____ DATE: _____

If this form is not received in the Office of the Director of Admissions, Registration and Records (SRC-2048C) prior to the fifth week of the term, it is assumed that the above information may be disclosed.

NOTIFICATION OF STUDENTS' RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. ***The right to inspect and review the student's education records within 45 days of the day College of DuPage Records office receives a request for access.*** Students should submit to the Records office written requests that identify the record(s) they wish to inspect. The college will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. ***The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.*** Students may ask College of DuPage to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If College of DuPage decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. ***The right to consent to disclosures of personally identifiable information (not 'Directory Information') contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, degree/enrollment verifier or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by College of DuPage to comply with the requirements of FERPA.*** The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605