

FERPA Directory Information Opt-Out Form

Notice Of Directory Information Opt Out

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student's education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the parent/student's prior written consent. The law, however, does allow schools to release student "directory information" without obtaining the prior consent of the parent/student. If you do not want the release of directory information, you may choose to "opt-out" of this FERPA exception by signing the below. Directory information of a student who has opted-out from the release of directory information, in accordance with this policy/procedure for opting out, will remain flagged until the student requests that the flag be removed by completing and submitting a revocation of the opt out to the Registrar's Office. The following information is what HFC considers directory information:

- a. Name
- b. Photograph
- c. Dates of Attendance
- d. Enrollment Status (e.g., full-time, part-time)
- e. Class Standing (e.g. sophomore)
- f. Participation in officially recognized activities and sports
- g. Awards and honors received
- h. Degrees conferred
- i. Enrollment dates
- j. Major
- k. Anticipated date of graduation



Registration and Records

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Student Information

Name (printed): _____

HANK ID Number: _____

To: Henry Ford College

I request the withholding of the above-referenced personally-identifiable information identified as Directory Information. I understand that upon submission of this Form, the information above cannot be released to third parties without my written consent or unless Henry Ford College is required by law or permitted under FERPA to release such information without my prior written consent; and that the directory information will not otherwise be released from the time Henry Ford College receives my Form until my opt out request is rescinded. I understand that I may not opt out of use of my Student ID Number because it is necessary for identifying information for Henry Ford College. I further understand that if directory information is released prior to Henry Ford College receiving my opt out request, Henry Ford College may not be able to stop the disclosure of my directory information. I understand that I may request and challenge how my directory information is used by contacting the Registrar's Office.

Signature: _____

Date: _____