



PRIVACY-NONDISCLOSURE REQUEST

The items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of Mitchell Technical College. You have the right to withhold the disclosure of the "Directory Information" listed below.

Directory information is defined as:

- Student's Name, address, phone, Mitchell Tech issued email
- Major field(s) of study
- Dates of enrollment
- Degree and awards received
- Participation in officially recognized activities and sports
- Information which denotes accomplishments or achievements
- Individual or group photographs

I wish to have my directory information withheld from disclosure without my permission. In requesting the directory information to be withheld, I understand that Mitchell Technical College will not contact me for subsequent requests for the information and assume no liability for honoring my instructions. I understand that this waiver applies only to the academic year indicated below, and a new form must be completed each year I am enrolled at Mitchell Tech. If this is my last semester of attendance, I understand that this request will remain in effect until I request its removal in writing.

I understand that this "opt out" decision will eliminate me from receiving any type of recognition, keep Mitchell Tech personnel from completing forms such as verification of enrollment and degree verification. I understand it is an "ALL or NOTHING" opt out from directory information.

Academic Year to withhold information _____

Student Name (Print)

Student ID #

Student Signature

Date

OFFICE USE ONLY:

- _____ Date Processed
- _____ Processor Initials
- _____ FERPA RESTRICTION checked in J1 System
- _____ Sent notification email to appropriate staff

