



Continuing Education Registrar's Office
447 College Drive • Sylva, NC 28779

REQUEST TO PROHIBIT THE RELEASE OF DIRECTORY INFORMATION

Student records at Southwestern Community College are governed by the Family Educational and Privacy Act of 1974 (FERPA). Under the Act, Directory Information relating to the student (information that is not considered harmful or an invasion of privacy if released) is considered to be public information unless the student formally requests in writing that it be kept confidential.

Directory Information includes student name, program of study, degrees and honors received, dates of enrollment and current enrollment status and participation in officially recognized activities or sports.

Completion and submission of this form to the Registrar's Office will prevent the release of directory information. This release remains in effect until you submit a *Revocation of Prior Information Release Request* form.

Upon completion of this form, please submit it to the Registrar's Office in person, by mail or by email.

Student Information:

Name (Last, First Middle)

Student SCC ID#

Mailing Address (Street/PO Box, City, State, ZIP)

Telephone Number

Certification:

Signature of Student

Date