



☐ **Los Angeles Campus (Main)**
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REQUEST TO WITHHOLD/RELEASE DIRECTORY INFORMATION

INSTRUCTIONS

Who needs to use this form? Students who do not wish to have their directory information disclosed to a third party-or-students who previously requested nondisclosure but now wish to authorize the release of their directory information.

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, students may request that Angeles College (AC) withhold the disclosure of their designated Directory Information. To make this request, students must complete and submit this form to the Registrar's Office. Once submitted, this request will remain in effect until the student submits a written request authorizing the Registrar's Office to remove the restriction.

If student data is withheld, AC is unable to share your directory information. AC cannot assume responsibilities for contacting you for this authorization, nor can we accept liability for honoring your request that such information be withheld.

Your request to withhold your directory information will remain in effect until you inform us by submitting a NEW "Request to Withhold/Release Directory Information" form indicating you wish to rescind your existing request.

Unless this form is completed and processed, AC will continue to release information about you as dictated by federal and state laws.

DIRECTORY INFORMATION

At AC, the items listed below are considered to be Directory Information and will be available to the general public upon request without the consent of the student unless this form is completed and submitted to the Registrar's Office.

- Student name, address, telephone number
- Major field of study
- Enrollment status (i.e., ungraduated, graduate, full-time or part-time or leave of absence).
- Date of Attendance
- Degrees/Certificates, honors and awards received
- Graduation Date
- Previous educational agency or institution attended

These items are considered Limited Directory Information and are released to college staff and faculty for the purposes of doing business at the college.

- Student name
- Student ID
- Email address
- Student change code (i.e., new, returned, dropped)

