



Restriction of Directory Information

Office of Admissions & Records

Directory Information - What Is It?

Directory information includes your name, current mailing address, permanent address and telephone number(s), major field of study, dates of attendance, school or division of enrollment, degrees and awards received, participation in officially recognized activities and sports, weight and height if you are an athlete. All of this information may be released to a third party **unless you have requested confidentiality.**

How Do I Request Confidentiality?

You can request confidentiality by completing this form and returning it to the Admissions/Registration Office. If you work on campus you will automatically have a confidentiality placed on your record. You may request its removal.

What Does a 'Confidentiality Hold' Mean?

If you request confidentiality, no information about you - including the fact that you currently are a student at LBCC or have ever been enrolled at LBCC - will be released to anyone without your written authorization. Your name will not appear on news releases for the honor roll. It will not be listed on the commencement program. No information will be released to your spouse, your parents, your friends, to any newspaper, or to individuals such as prospective employers who are calling to verify your status at the college. (Note: Information may be shared with LBCC staff members who have a legitimate educational need.) Faculty will not contact you about assignments. You cannot call or e-mail LBCC to get information about your records. All transactions will need to be done with WebRunner, or in person. We will not be able to give any information to you except in person.

How Long Will 'Confidentiality' Remain in Effect?

The confidentiality "hold" will be permanent unless you request *in writing* that this restriction be removed. It will remain in effect after you have stopped attending LBCC. You can remove this restriction by completing another directory information form and marking the appropriate box.

Make a copy of this form for your records.
(cut along dotted line)



Directory Deletion Form

Student's Name (Please Print)

ID or SS#

I do not wish to have directory information given about me. I understand this includes requests for address and phone information, verification of enrollment, newspaper publication of Honor Roll students, and newspaper publication of graduation candidates.

Student's Signature

Date

Please remove the confidentiality hold from my name.

Students Signature

Date

For Official Use Only

Imaged: Date _____ \ Initial _____