Enrollment Services
Do Not Release Information Directive

Student name (please print) __________________________________________

Student identification number __________________________________________

Check the one that applies:

☐ Do not release directory information from my student records to any third party. This request for “no release of information” will be in effect for the following dates:

________________________________ to ____________________

☐ Do not release directory information from my student records to any third party, with the exception of the person/organization listed below. OC may release directory information from my student records to:

________________________________________________________________________

This release of information may include (check all that apply):

☐ Directory information
☐ Grades
☐ GPA
☐ Other_______________________________________________________

This request will prevent any release of information to a third party without a signed release from the student. The electronic record will be annotated preventing electronic release of information, with the words “no release” in the student demographic database records. If a “no-release” hold has been placed by the student on their individual student records, the third party requesting verification will be informed that information is not available and that the College will neither confirm nor deny any information provided for verification. This certification does not preclude the verification of degrees awarded for graduation or student loan purposes.

☐ I hereby revoke/remove directory hold. Student’s initials: __________

Read the back of this form and sign below to confirm your understanding of the information provided.

__________________________________________  ______________________
Student signature  Today’s date

For office use only:  ☐ Replaced address in SM700A with XXX  ☐ File in vault
☐ Mailing address noted in SM4015 Z999  Initials __________  Date: __________
Confidentiality of Student Records
The College may disclose personally identifiable information designated as directory information from a student’s education records without prior consent, unless the student informs the Registration and Records Office in writing that directory information should not be released without their written approval.

Directory Information
The College designates the following information from a student’s education record to College officials who have a legitimate education interest in the records.
A College official has a legitimate educational interest if the official is:

- Performing a task or service specified in the official’s position description or contract
- Performing an instructional task directly related to the student’s education
- Performing a task related to the discipline of a student
- Performing as a faculty advisor, program director or dean
- Providing a service or benefit relating to the student or student’s family, including, but not limited to, health care, counseling, job placement, financial aid or health and safety emergency

Disclosure of Education Records to College Officials
The College will disclose information from a student’s education records to other than College officials, only with written consent of the student, except:

- To officials of another school where the student seeks or intends to enroll
- To certain authorized government representatives, including the Comptroller General of the United States, and state and local educational authorities
- In connection with the student’s financial aid request or award and the information is necessary for certain purposes set forth in the regulations, including eligibility, the amount of aid the conditions for aid or to enforce terms or conditions of the aid
- To organizations conduction studies for or on behalf of the College, or on retainer or purchase agreement to provide a service, such as an attorney providing legal services to the College. Legitimate educational interest will be determined on a case-by-case basis
- To comply with a judicial order, lawfully issued subpoena, or IRS summons. (The College must make a reasonable effort to notify the student of the order or subpoena in advance of compliance, unless the court has ordered non-disclosure).
- To appropriate parties in a health or safety emergency
- To the parents of a student, claimed as dependent for income tax purposes, as defined in section 152 of Internal Revenue Code of 1986, as amended
- To organizations or individuals conducting studies for or on behalf of an educational agency or institution if conducted in a manner that does not permit personal identification of the student
- To the victim of a crime of violence or a non-violent sex offense of a disciplinary proceeding conducted by the College
- To the parent of a student under the age of 21 if the student has violated any federal, state or local law, College rule or policy, governing the use of alcohol or a controlled substance
- In connection with litigation by the school against a student or vice versa