



**Directory Information Block Request or Removal**

*This form is provided in compliance with the Family Educational Rights & Privacy Act of 1974 (FERPA).*

At Kirkwood Community College, the following directory information about a student can, by law, be released to the general public without a student's written consent. For example, your auto insurance company or landlord can verify your enrollment or a prospective employer can verify your degree without you providing a signed consent form (degree verification is provided by the National Student Clearinghouse).

Directory Information includes:

- Student's name
- Degrees, diplomas, certificates earned and awards (e.g., Dean's List)
- Dates of attendance (e.g., Fall 2010, Fall 2010-Spring 2012)
- Enrollment status (full-time, part-time, not enrolled)
- Participation in officially recognized activities (e.g., SIFE, DECA)
- Participation in officially recognized sports
- Height and weight of members of athletic teams
- Major (for commencement program only)
- Hometown (for commencement program only)

No other student information is released to non-Kirkwood personnel without your written consent.

By completing this form, you will be requesting directory information NOT be released to any non-Kirkwood party in accordance with FERPA. If you decide to do so, all future requests for information about your enrollment will be refused. The following are consequences of completing this form:

- We will not be able to tell your insurance company, financial institution, prospective landlord, prospective employer, or any others, that you are or have been a student at Kirkwood.
- Verification forms will be returned with no information about you on them.
- No information will be released to any person on the telephone or via email.
- Your name will not appear in the commencement program when you graduate.

Regardless of the effect upon you, Kirkwood assumes no liability for honoring your instructions that your directory information be withheld. Please consider very carefully the consequences of any decision by you to withhold directory information.

\_\_\_\_ Block the release of my directory information in compliance with the Family Educational Rights & Privacy Act of 1974.

\_\_\_\_ Remove the directory information block I previously requested.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
K Number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date