CENTRAL CAROLINA TECHNICAL COLLEGE

Student Records Office
Main Campus
Building M200 Room M2210

Non-Disclosure of Directory Information

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Central Carolina Technical College may release directory information without the consent of the student. CCTC designates the student information below as directory information. This information is only released exercising extreme caution, so as not to cause harm to the student.

Directory Information is as follows:

Name	**Dates of Enrollment**
Phone Number	**Honors and Awards Received**
Mailing Address	**Degree/Diploma/Certificate Awarded**
Program of Study	**Photographic, Video Graphic, and Electronic Images**

IF YOU DO NOT WANT YOUR DIRECTORY INFORMATION TO BE RELEASED, READ AND COMPLETE THE INFORMATION NEEDED BELOW.

Students should consider the effect of a decision to have their directory information withheld. Once submitted, requests to withhold directory information will be refused. This includes requests for enrollment and degree verifications, publishing of awards received, etc. (Subject to FERPA exceptions)

Your request to withhold directory information will remain in effect until it is revoked in writing.

This form must be submitted to Student Records, building M200, room 2210 or by email records@cctech.edu. If emailed, a government issued ID must be included.

Student ID Number: _____

Student Name: _____ _____ _____
First Name **MI** **Last Name**

My signature indicates that I do not want my directory information released and understand the effect of having my directory information withheld.

_____ _____
Student Signature (must be a physical signature) **Date**

OFFICE USE ONLY:

Student ID verified via photo ID by: _____ _____
Faculty/Staff Member Signature **Date**

Student Records Staff: _____ _____
Student Records Staff Signature **Date Processed**