**Directory Information Release Restriction**

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs the disclosure of education records maintained by an educational institution and access to these records. Directory Information is information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed.

Pueblo Community College has identified the following items as Directory Information when releasing information to the public.

* student name
* major field of study
* participation in officially recognized activities and sports
* dates of attendance
* degrees and awards received
* most recent educational institution attended
* enrollment status (i.e. full-time, three-quarter-time, half-time, less than half-time, withdrawn, graduated or deceased)

Students have the opportunity to restrict the College’s release of Directory Information. To do so, please complete the form below, sign, and return to Admissions & Records or your campus’ GoZone. Once Directory Information is restricted, all business with the College must be conducted in person and a photo ID will be required. Restricted records will be excluded from graduation printed material and will continue to be reported to National Student Clearinghouse.

# Student Information

First Name: Middle Last Name:

S #: Phone #: Phone # (Alternate):

Student Signature: Date:

If a release restriction is in place and you wish the restriction to be removed, please put your initials here:

**Admissions & Records Use Only**

Record Updated Date: Initials: