



Admissions and Records Office

1401 South College Avenue • Levelland, TX 79336 • (806) 894-9611 • Fax: (806) 897-3167

**DIRECTORY INFORMATION PRIVACY REQUEST**

According to Family Educational Rights and Privacy Act (FERPA), educational entities have the right to disclose certain “directory information” to anyone who inquires and usually includes, but is not limited to: other institutions, prospective employers, or family members. This “directory information” includes:

- |   |   |
|---|---|
| 1. Name   | 7. Major and minor field of study                             |
| 2. Current and permanent address                                | 8. Dates of attendance  |
| 3. Telephone listing  | 9. Degrees and awards received                                |
| 4. Enrollment status (full-time or part-time)                   | 10. Most recent educational agencies or institutions attended |
| 5. Classification   | 11. Photograph or other image of the student                  |
| 6. Participation in officially recognized activities and sports |   |

FERPA also allows, with your consent, for the Texas Higher Education Coordinating Board to disclose student information, including the number of credit hours taken at other institutions, to a variety of parties including other educational institutions. This information is typically used to gather demographic statistics aimed at improving educational programs.

As a student, you have the right to request this information not be released. This request must be made during the first twelve (12) class days of a fall or spring semester, or the first four (4) class days of a summer term. The request will remain in effect until written request is submitted by student to Admissions and Records to cancel this authorization.

**Please Print**

Student’s Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last First M

***I do not want my “directory information” released to any parties.***

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

\_\_\_\_\_  
Date

**IMPORTANT NOTE:**

*If you request that your directory information be private, no information will be released to a third party. This means that your information will be blocked from ALL requestors, including:*

- *Third party scholarship sponsors*
- *National & state student honors programs*
- *Employers certifying attendance and degrees*
- *Published honor rolls*
- *Recruiting lists for other colleges/universities*
- *State tuition rebates, Texas Grant awards, and other state scholarships*