



### FERPA – OPT OUT

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**Name:** \_\_\_\_\_  
Last First Middle Initial

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

In accordance with the Family Educational Rights and Privacy Act (FERPA), BridgeValley has designated the following information about students as public (directory) information:

Student name, city, major field of study, full-time or part-time status, dates of attendance, degrees, honors, and awards received, participation in official recognized activities and sports, most recent previous educational agency or institution attended, and school-issued email address.

Under the provisions of the Act, you have the right to withhold the disclosure of "directory information" by notifying the Office of the Registrar in writing.

The College receives many inquiries for directory information from a variety of sources including prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, insurance companies and it is used for the commencement program.

**Please consider the consequences of your decision to withhold "directory information."**

We will honor your request to withhold information but cannot assume the responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, BridgeValley assumes no liability for honoring your instructions that information be withheld. If you elect to withhold directory information, several issues may arise. For instance (this is not a comprehensive list):

- Your name cannot be included in the commencement program when you graduate.
- We cannot confirm for employers, graduate schools, insurance companies or other organizations that you are or have been enrolled.
- We cannot release any information about you to honors programs or certification/ licensing agencies.

Please mark the appropriate box and sign below to indicate your request for BridgeValley to withhold your directory information. Once the form is submitted, restrictions will remain in effect indefinitely until you release the College to allow disclosure of "directory information." This restricts all requests for verification, including those received in writing, verbally or over the Internet. **Once you have designated a confidential classification, the hold on your information will not be removed until you submit a signed authorization requesting the release.**

Check this box if you would like to place a hold on your Directory Information:

Check this box if you would like to release the hold on your Directory Information:

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_