



Wallace Community College

Wallace Campus at Dothan, Sparks Campus at Eufaula

REQUEST TO WITHHOLD OR REVERSE FERPA BLOCK OF DIRECTORY INFORMATION

Student Name: _____

Student ID: _____

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student's education records are maintained as confidential by Wallace Community College and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the student's prior written consent. The law, however, does allow the College to release student "directory information" without obtaining the prior consent of the student. At Wallace Community College we consider "directory information" to be those items of information listed below in this form:

- Name
- Address
- Telephone listing
- Date of birth
- Participation in officially recognized activities and sports
- Major field of study
- Weight and height of a member of an athletic team
- Dates of attendance
- Degrees and awards received
- Most recent educational institution attended
- Photographs
- Enrollment status
- E-mail address

Students may withhold disclosure of directory information by filing this written request with the Office of the Registrar. Please note that such withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a directory information hold prior to filing such a request. This request will prevent Wallace Community College from releasing any directory information, and any requests for such information from non-institutional persons or organizations will be refused (i.e., your name will not appear in the commencement program, we will not be able to confirm your degree to a prospective employer, etc.).

Action to be taken (check one):

- Request to withhold: Block the release of directory information.** This option will prohibit Wallace Community College from releasing my directory information except as specified under FERPA.
- Request to reverse: Allow the release of directory information.** This option will revoke any and all previous declarations from me to block the release of my directory information.

Student Signature _____ Date _____

If you require any special accommodations under ADA, please let us know.

Spring 2024