



**OFFICE OF ADMISSIONS AND RECORDS
REQUEST TO RESTRICT DIRECTORY INFORMATION**

Temple College constantly seeks to insure the accuracy and privacy of student records. The college adheres to the guidelines of the Federal Educational Rights and Privacy Act (FERPA), as amended, which provides privacy protection for all students.

Consistent with FERPA, the college will release only student information that it considers “directory” information. A student's address, degrees earned, attendance dates and major/degree objective are examples of directory information. Other information such as birth date, grades, test scores, grade point average or church affiliation are examples of information that may NOT be released.

A student may request that “directory” information not be released without prior approval of the student. In order to restrict directory information, the student must sign, date and provide the requested information in the box at the bottom of the page.

Students who wish to remove only on-line directory information from the USC Student Directory, which is published on the Temple College website (www.templejc.edu), should elect the “on-line directory” option below. This information is limited to name, major, school class, address and e-mail and is accessible only within the TC web domain. The request will take effect beginning Wednesday of the week following the request and continue for the duration of the academic year. Students will be required to renew the request at the beginning of each academic year.

Students who wish to restrict the release of directory information should realize that their names will not appear in the commencement bulletin and other college publications. Also, employers, credit card companies, loan agencies, scholarship committees and the like will be denied any of the student’s directory information and will be informed that we have no information available about the student’s attendance at Temple College. Students who wish to have specific directory information released may do so by providing a written authorization to the Registrar's office.

ON-LINE DIRECTORY
(denies release of some directory information to the student's directory information)

CONFIDENTIAL
(completely denies release of Temple College online Student Directory)

Note: Although much of the student information is updated very quickly, other areas may take up to one week before the requested level of restriction is actually in effect (online directory, data warehouse, etc.).

I have read and understand the consequences of and procedures for restricting and releasing directory information. I hereby request that the Office of Admissions and Records restrict (as indicated above) directory information which is maintained in my student record.

PRINTED NAME

STUDENT IDENTIFICATION NUMBER

SIGNATURE

DATE