

Gainesville State College Registrar's Office  
PO Box 1358  
Gainesville, GA 30503  
Phone (678) 717-3644  
Fax (678) 717-3643



## REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Dear Student:

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as "Directory Information" and gives the College the right to disclose such information to anyone inquiring without having to ask students for permission, unless the students specifically request in writing that all such information not be made public without their written consent. Gainesville State College has designated the following items as Directory Information: student's name, address, telephone number, e-mail address, major, participation in activities, enrollment status (full- or part-time), degrees, and awards received.

Please consider very carefully the consequences of any decision made by you to withhold the release of your Directory Information. Should you decide to prevent disclosure of your directory information, any future requests for such information from non-institutional persons or organizations will be refused. If you wish to withhold the disclosure of all Directory Information, complete the form below, and submit it to the Registrar's Office.

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I request that all Directory Information not be disclosed to non-institutional persons or organizations by the College without my prior written permission. I understand that this request for non-disclosure will remain in effect until I submit a written request to the Registrar's Office to allow the release of my Directory Information.

Student's Printed Name \_\_\_\_\_

Student's ID Number \_\_\_\_\_

Student's Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Student's Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed form to the Registrar's Office. Requests will be processed within 24 hours after receipt.