

Office of the Registrar

REQUEST TO WITHHOLD DISCLOSURE OF DIRECTORY INFORMATION

To: All Students

Academic Year 2018-2019

The college may disclose at its discretion, without prior consent, information contained in the education records of a student which it has designated as “directory information.”

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (“FERPA”), you have the right to request that JJC withhold disclosure of any or all of the categories of “directory information” which the college has designated below, by completing and submitting this form to the Office of the Registrar.

Please consider carefully the consequences deciding to withhold any category of directory information. If you request JJC not release any or all of this directory information, requests for such information from non-College persons or organizations will be refused for the remainder of the current academic year.

Please mark an “x” on the appropriate lines to show which categories of directory information you DO NOT want to disclose, and sign and print your name below:

	Information	Do Not Disclose
Category I	Student Name, hometown, JJC-issued student e-mail address, enrollment status (full or part-time), dates of attendance.	_____
Category II	Previous institution(s) attended, major field of study, awards, honors (includes Dean’s list), degree(s) conferred (including dates).	_____
Category III	Past and present participation in officially recognized sports and activities (height and weight For members of athletic teams	_____
Category IV	Any item(s) listed above.	_____

	(specify which items listed above you wish not to be disclosed)	

Student Signature: _____

Date _____

Printed Name:

If the Registrar’s Office does not receive this form by **February 7, 2019**, JJC may disclose the noted directory information for the remainder of the current academic year. You may opt out of JJC’s disclosure of directory information annually by submitting a Request to Withhold Disclosure of Directory Information Form to the Office of the Registrar by the 15th day of classes of the first semester in which you have enrolled in any year in any academic year.

Return signed copy to: Office of the Registrar
Joliet Junior College
1215 Houbolt Rd.
Joliet, IL 60431