



**REQUEST TO RESTRICT DIRECTORY INFORMATION**  
**(Please read this form carefully before completing your request.)**

Under the Family Education Rights and Privacy Act of 1976, the Mountainland Applied Technology College (MATC) may release information considered to be directory information to agencies or persons outside the MATC community or System without notice to the student, unless the student has requested in writing that this information not be released.

Information considered to be directory information includes:

Name	Program of Study
Address (includes e-mail addresses)	Participation in officially recognized activities
Telephone number	Dates of Attendance
Date and place of birth	Date of graduation
Most recent previous educational Institution attended	Certifications received

Students who do not want directory information to be released are responsible for notifying the MATC Student Services Office and may do so by completing this form. Students should understand that a request to withhold directory information will mean that ALL inquiries; e.g., confirmation of attendance or degrees by companies seeking information on applicants for employment, and your name appearing in the graduation program cannot be honored unless accompanied by a signed release by the student.

**NOTE:** Requests for non-disclosure or termination will be honored beginning on the dates provided accordingly.

Under the Family Education Rights and Privacy Act of 1976, the MATC is required by law (whether or not the student has requested that directory information be withheld) to release student information without written consent of students to authorized representatives of federal and state-supported programs; e.g., Comptroller General of the United States, Secretary of Education, state educational authorities, and the Veterans Administration, as well as parents presenting proof of dependency of students.

---

Indicate below whether you are requesting that directory information NOT be released or that a previous request be terminated.

**Print Directory Name:** \_\_\_\_\_

**(SSN or Student ID):** \_\_\_\_\_

\_\_\_\_\_ I have read the above information and *am requesting that the directory information in my record as defined above not be released.* I understand from the information above that, under the Family Education Rights and Privacy Act of 1976, there are still some circumstances under which the MATC must release information regarding my record.

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

\_\_\_\_\_ *I am terminating my previous request* for the withholding of directory information as defined above and give the MATC my permission to release the directory information in my record without notice.

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