

# FERPA: Family Education Rights and Privacy Act

Washtenaw Community College - Office of Student Records



Washtenaw Community College hereby designates the following categories of student information as public or "Directory Information." Although it is the practice of the College not to release information without the informed consent of the student, such information may be disclosed by the College at its discretion.

## DIRECTORY INFORMATION:

- |                                     |                                                  |                                          |
|-------------------------------------|--------------------------------------------------|------------------------------------------|
| <input type="radio"/> Name          | <input type="radio"/> Telephone Number           | <input type="radio"/> Degrees Awarded    |
| <input type="radio"/> Address       | <input type="radio"/> Dates of Attendance        | <input type="radio"/> Major              |
| <input type="radio"/> Email Address | <input type="radio"/> Full-Time/Part-Time Status | <input type="radio"/> Date of Graduation |

**Students may request the withholding of information disclosure under FERPA. To withhold disclosure, complete this form and return to the Welcome Center.**

Washtenaw Community College assumes that failure on the part of the student to request that disclosure of Directory Information be withheld indicates individual approval for disclosure. Questions concerning FERPA should be referred to the Welcome Center, located in the Student Center building on the second floor.

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## COMPLETE THE FOLLOWING INFORMATION:

Name: \_\_\_\_\_ Student ID: @00 \_\_\_\_\_

I request the following:

- Withhold disclosure of Directory Information
- Resume disclosure of Directory Information

I acknowledge the request to withhold disclosure means the college will not release any Directory Information to potential employers, insurance companies, other requesting organizations, nor would a graduating student be listed in the commencement program. This withholding request will remain in effect until I notify Washtenaw Community College in writing.

**Students who lose or cannot remember their password to MyWCC must visit campus with appropriate ID to gain electronic access.**

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

(If you type name here, you must email form to [info@wccnet.edu](mailto:info@wccnet.edu) using your WCC student email account.)