

OFFICE OF ADMISSIONS AND RECORDS

Request to Withhold the Release of Student Information

The Family Educational Rights and Privacy Act of 1974 (FERPA), a Federal law, requires Sacramento City College, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the College, may disclose appropriately designated “directory information” without written consent, unless you have advised Sacramento City College to the contrary in accordance with Los Rios CC District procedures, R-2265. This form is the method we require you to submit such a request.

As information, the primary purpose of directory information is to allow Sacramento City College to include this type of information from your education records in certain school publications and to the National Student Clearinghouse who we have contracted to verify enrollment to authorized third party vendors. Examples of publications that include directory information are:

- Graduation programs
- Sports activity sheets showing weight and height of team members

Under the provisions of the Family Rights and Privacy Act (FERPA), you have the right to withhold disclosure of such directory information. Please note that withholding directory information will also prevent us from including your information being reported to the National Student Clearinghouse who provides enrollment information to outside agencies (insurance companies, housing providers, scholarship providers, credit issuers, travel companies, and student loan agencies).

If after reading this handout, you still wish to have your directory information withheld except in instances where you have authorized such a release in writing, sign this form and submit it to the Office of the Dean of Enrollment and Student Services (RN177). Please note that any lawfully submitted subpoena must be complied with even if you have signed this request to withhold your student information.

Request to Withhold the Release of all Student Records

Student’s Name _____ ID# _____

I hereby request that Sacramento City College withhold all Student Information requested unless I have submitted my approval to release such information in writing. I have read the above paragraphs and understand my decision.

Student’s Signature

Date