



Instructions

Who needs to use this form? Students who do not wish to have their directory information disclosed to a third party **—or—**students who previously requested nondisclosure but now wish to authorize the release of their directory information.

Under the provisions of the federal Family Educational Rights and Privacy Act of 1974 (FERPA) and Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, students have the right to request we withhold their directory and limited-directory information. If you request that we withhold your directory information, ALL REQUESTS for information from non-institutional persons or organizations will be refused without your written authorization, except where required by law. Students who request suppression of their directory information will also be deemed to have requested suppression of their limited-directory data.

If student data is withheld, PTCC is unable to share your directory information. *PTCC cannot assume responsibility for contacting you for this authorization, nor can we accept liability for honoring your request that such information be withheld.*

Examples of where directory information is released include but are not limited to:

- Honors List (i.e., Presidents, Deans, etc.,)
- Newspapers and publications
- PTCC website and social media
- Graduation program
- Loan deferments
- Social services (i.e., MFIP, housing, etc.)
- Major or enrollment for possible employment

Your request to withhold your directory information will remain in effect until you inform us by submitting a NEW “Authorization to Withhold/Release Directory Information” form indicating you wish to rescind your existing request.

Unless this form is completed and processed, PTCC will continue to release information about you as dictated by federal and state laws.

STEP 1: Directory Information

At Pine Technical and Community College (Student Data Practices Policy, Chapter 3), the items listed below are considered to be Directory Information and will be available to the general public upon request without the consent of the student unless this form is completed and submitted to the Records department (Suite 40B).

- Student's name, address, telephone number
- Major field of study
- Participation in officially recognized activities and sports
- Dates of Attendance



- Classification
- Degrees (certificate, diploma, AA/AS/AAS), honors and awards received
- Graduation Date
- Enrollment status (i.e., undergraduate, graduate, full-time, or part-time)

These items are considered Limited Directory Information and are released to college staff and faculty for the purposes of doing business at the college.

1. Name
2. Email Address
3. Student change code (i.e., new, returned, dropped)
4. Star ID
5. Tech ID

STEP 2: Complete the following

First Name: _____ Last Name: _____

E-mail Address: _____ Tech ID #: _____

StarID: _____ Semester: _____ Year: _____

STEP 3: Authorization

* Check only one option:

- I wish to prevent disclosure of my directory information and understand the implications of doing so, as described above. **DO NOT** release my directory or limited directory information.
- I wish to cancel my previous request for withholding of directory or limited directory information.

STEP 4: Signature

Student Signature: _____ Date: _____

Completed forms may be emailed to records@pine.edu or dropped off in person with the PTCC Records department in Suite 40B.