



Office of Records and Registration
600 Valley Road, P.O. Box 309
Summerdale, PA 17093-0309
1-800-759-2727 | www.centralpenn.edu
Fax 717-732-5254

Student's Name (Please Print)

Student's ID Number

REQUEST TO OPT OUT OF DIRECTORY INFORMATION

The following is considered "directory information" at Central Penn College and can be made available to the general public unless the student notifies the Office of Records and Registration in writing not to do so:

- Name
- Major
- Student activities, including athletics
- Dates of enrollment
- Date of graduation
- Degree and awards received
- Honors
- Most recent educational institution attended prior to admission
- Photos
- Classification

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), you have the right to withhold disclosure of this directory information. If you complete this form, Central Penn College will honor your request to withhold directory information.

Regardless of whether or not you complete this form, no other student information can be released without your written permission, except to college officials with a legitimate educational interest. By completing this form, you will be requesting that directory information also **not** be released.

Please consider carefully the consequences of your decision to withhold directory information. Once a student's record has been made confidential, no information can be shared about the individual without the student's written consent, except to college officials with a legitimate educational interest. In such a case, a student's name will not appear on the dean's list even if eligible, and problems may occur thereafter when potential employers or other parties make inquiries about the student.

Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed, even if you graduate or otherwise leave the college.

I hereby request that Central Penn College not release any directory information from my academic records. I have read the above paragraphs and understand the consequences of this action.

Student's Signature

Date