

NASHUA COMMUNITY COLLEGE

Office of the Registrar
505 Amherst Street
Nashua, NH 03063

FERPA Directory Information Opt-Out

Student's Name: _____ ID: @ _____

Permanent Address: _____

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires Nashua Community College, with certain exceptions, to obtain your written consent prior to disclosure of personally identifiable information from your education records. However, NCC may disclose the following basic "directory information" that is generally not considered harmful or an invasion of privacy without your consent:

- Name
- Address & Telephone Number
- Major Field(s) of Study
- Dates of Attendance
- Degrees and/or Honors received

If you do not want your information disclosed without your consent, you may choose to opt-out by signing below.

Some of the effects of your decision to request confidential status:

- If you restrict the release of directory information, your name will not appear on the Dean's/President's List or Graduation Honors List released to newspapers.
- Information that you are here as a student will be suppressed, so that if a **Loan Company, Prospective Employer, etc.**, inquire about you, the request for information will be denied.

Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.

Student's Signature: _____ Date: _____

OFFICE USE ONLY

Processed By: _____

Date: _____