



Galveston College

Student Request for Non-Disclosure of Directory Information

Student Name: _____

Student ID: _____

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Galveston College informs students annually of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with Act.

Local policy and the college catalog explain the procedures to be used by Galveston College for compliance with the provisions of FERPA. Questions concerning FERPA may be directed to the Director of Admissions/Registrar.

I wish to prevent disclosure of any and all personal information contained at Galveston College. I understand that this request will remain in effect while I am enrolled at Galveston College unless revoked in writing at the Admissions Office.

Student's Signature

Date

Admissions Office Staff Use Only

Admissions Office Staff: _____

Date: _____