

Disclosure of Directory Information Form

Return to:
Enrollment Services
Lynnwood Hall
20000 68th Ave W
Lynnwood, WA 98036
FAX: 425 640-1159
registration@edmonds.edu

Under the Family Education Rights and Privacy Act of 1974, as amended (FERPA), the following directory information may be made public, without consent, unless the student withholds disclosure of directory information by completing this form and submitting it to Enrollment Services.

- Student's name
- Major field of study
- Enrollment status (full-time or part-time)
- Dates of attendance
- Participation in officially recognized sports
- Degrees or certificate earned
- Term degree or certificate awarded
- Honors

Please consider carefully the consequences of your decision to withhold disclosure of Directory Information. Edmonds College assumes no liability for withholding your Directory Information, regardless of its effects upon you. The college also does not assume responsibility for contacting you to reverse your decision to withhold Directory Information. Requests to withhold Directory Information are permanent until removed by completing and submitting a new Disclosure of Directory Information Form that specifies release of the hold.

Authorization to withhold Directory Information means the college will not release your Directory Information to any party requesting such information. Although not a comprehensive list, a few examples of Directory Information requests that will be withheld are:

- Acknowledgement of my attendance at Edmonds College to potential employers
- Verification of degrees to requestors
- Printing of your name in the commencement program
- Press releases pertaining to graduation and/or honors
- Height/weight and/or Award information in Athletic program sheets

(Note: This does not prevent disclosure to personnel within the College or in response to a lawfully issued subpoena, nor does it prevent disclosure in connection with an emergency, if knowledge of directory information is necessary to protect the health or safety of the student or other individuals. In addition, Directory Information cannot be withheld from the Department of Defense)

To authorize Edmonds College to **withhold or release** your Directory Information, complete and present this form along with photo identification to the Enrollment Services Office. You may also mail, fax or scan and email the completed form along with a copy of your photo Identification. (See address at top of page).

Withhold my Directory Information

Release the hold on my Directory Information

Student Name: _____ ctcLink ID#: _____

Email Address: _____ Phone Number: _____

Address: _____

City/State/Zip Code: _____

Signature _____ Date _____

Nondiscrimination Statement: Edmonds College does not discriminate on the basis of race; color; national origin; sex; disability; age; religion; sexual orientation; citizenship, marital, or veteran status; or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Kathy Smith (Title IX and Section 504 Coordinator/Investigator); Clearview Building, Room 122B; kathy.smith@edmonds.edu, 425.640.1814.