

REQUEST TO RESTRICT DIRECTORY INFORMATION

With few exceptions you are entitled, on your request, to be informed regarding the information Western Texas College collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information.

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, major, dates of attendance, grade level, enrollment status, degrees and honors and awards received.

Students have the right to request that directory information not be made public by notifying the Office of the Registrar. In order to effectively suppress release of directory information, students must restrict their directory information by the tenth day of the term and not reverse that restriction during the term. Students may reverse existing directory restrictions by submitting a written request to the Office of the Registrar.

As you consider restricting your directory information from the public, please remember that when you restrict the release of your directory information, NO ONE (regardless of relationship, e.g., spouse, parent, other family member or relative) will be able to access this information (regardless of the need, e.g., family emergency, etc.). The specified directory information will be treated the same as educational records information. In response to public inquiries, WTC will respond that "we have no information on this student." This request will remain in effect permanently until revoked in writing by you.

I, _____, am requesting that my directory information not be released.

Print Student's Information:

_____	_____	_____
Student's Legal Name	Social Security or WTC ID Number	Date of Birth

_____	_____
Student's Signature	Date