



Office of Admissions & Records

# FERPA Directory Information & Opt-Out Form

## **FERPA Regulations**

The Family Educational Rights and Privacy Act (FERPA), a Federal law requires that El Camino College (ECC), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, ECC may disclose appropriately designated “directory information” without written consent, unless you have advised us to the contrary in accordance with District procedures. The primary purpose of directory information is to allow ECC to include this type of information from your education records in certain school publications. Examples include:

- A playbill, showing your role in a drama production
- Dean’s List
- Graduation programs
- Sports activity programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, federal and state agencies, companies that manufacture class rings and/or graduations regalia, etc.

In addition, two federal laws require ECC to provide military recruiters, upon request, with your name, addresses, and telephone number unless you have advised us that you do not want your information disclosed without prior written consent.

## **Directory Information Opt-Out Procedures**

If you do not want ECC to disclose directory information from your education records without your prior written consent, you must notify us in writing. For your convenience, please complete this form and return it to the Admissions & Records Office. Upon receipt, your information will not be released from the time this request is processed forward. If directory information is released prior to receiving your opt-out request, ECC may not be able to stop the use of your information.

## **Directory Information at El Camino College:**

- Name
- Photograph
- Dates of Attendance
- Enrollment Status (e.g., full-time, part-time)
- Class Standing (e.g. sophomore)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The most recent educational institution attended
- Degrees, certificates, honors, and awards received
- Major field of study



# FERPA DIRECTORY INFORMATION OPT- OUT FORM

**Please print clearly and in ink (for printed forms):**

ECC Student ID # \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/ Telephone # \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

Last

First

MI

## Notice of Directory Information

**To: Registrar of El Camino College**

I request the withholding of the above-referenced personally-identifiable information identified as Directory Information. I understand that upon submission of this Form, the information above cannot be released to third parties without my written consent or unless El Camino College is required by law or permitted under FERPA to release such information without my prior written consent; and that the directory information will not otherwise be released from the time ECC receives my Opt-Out Form until my opt-out request is rescinded. I understand that I may not opt-out of use of my student ID because it is necessary for identifying information for ECC. I further understand that if directory information is released prior to ECC receiving my opt-out request, ECC may not be able to stop the disclosure of my directory information.

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

### Office Use Only

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date records coded: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_