



Policy No. SA200.35
Northwest Louisiana Technical College

Request to Withhold Directory Information

Original Adoption: June 1, 2007
Effective Date: June 1, 2007
Last Revision: June 30, 2014

Student Request to Withhold Release of Directory Information

Directory Information is information available to the public or specified sectors which may or may not be published in a student directory or other publications.

To activate a hold of directory information, this form must be signed by the student and received in the Office of Student Affairs by the 7th Class Day of a Semester. This hold will remain in effect until the student provides a written request that it be lifted. Only currently enrolled students may place a hold on the release of directory information.

Student Name: _____ SSN: _____ Program Area: _____

I wish to place a hold on the item(s) checked below:

Name, local address, and telephone number

- Home address
- E-Mail address
- Date/Place of Birth
- Major field of study/classification
- Dates of attendance
- Degrees, awards, and honors received
- Most recent previous educational institution attended

Semester: _____

Signed: _____
(Requestor)

Date: _____

Received: _____
(College Registrar)

Date: _____

Policy Reference: LCTCS Policy # 4.010 Record Retention and Disposal
LTC Policy #SA1930.207 Confidentiality of Student Records

LTC Policy #SA1930.208 Custodial Authority of Student Educational Records

Approved:

A handwritten signature in blue ink that reads "Dianne Clark". The signature is fluid and cursive, with the first name "Dianne" and the last name "Clark" clearly legible.

Dianne Clark
Interim Director