

MIDLAND COLLEGE
REQUEST TO WITHHOLD DIRECTORY INFORMATION

NAME: _____ DOB: _____ MC ID: _____

(Please print)

ADDRESS: _____ Contact Phone: _____

E-MAIL: _____

Under the Family Educational Rights and Privacy Act, Midland College may release information considered to be directory information to agencies or persons outside the MC community without notice to the student, unless the student has requested in writing that this information not be released. Directory information may include: name, date and place of birth, address, telephone, major field of study, number of hours currently enrolled, classification, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees candidacy, degrees, and awards received, most recent educational agency or institution attended, photographs that may be used in Midland College publications, videos, or Internet, Midland College e-mail address.

Students who do not want directory information to be released are responsible for completing and returning this form to the Office of Student Records within five business days from submission of their ApplyTexas application. If completed and returned at a later date, requests for directory information in progress may include the student's directory information. Students should understand that a request to withhold directory information will mean that all inquiries regarding directory information will be denied unless accompanied by a student signed release. Examples of such inquiry include: confirmation of attendance by potential employers, names/pictures in programs and other publications for awards ceremony, etc.

Under the Family Educational Rights and Privacy Act, Midland College is required by law (whether or not the student has requested that directory information be withheld) to release student information without written consent of students to authorized representatives of federal and state-supported programs; e.g., Comptroller General of the United States, Secretary of Education, state educational authorities, and the Veterans Administration, as well as parents presenting proof of dependency of student.

Detailed information on Student Records is available in the Midland College Catalog and Student Handbook.

I do not wish any directory information released without my written consent.

STUDENT SIGNATURE: _____ DATE: _____

OFFICE OF STUDENT RECORDS USE ONLY:

Received by: _____ DATE: _____