

# REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

In accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99, students may request that the institution not disclose directory information without prior written consent.

**Directory information includes, but is not limited to:**

- Name
- Address
- Telephone number
- Email address
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletes
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended

By signing this form, I request that John A. Logan College not disclose any directory information to non-institutional persons or organizations. Examples of non-institutional entities include commercial vendors, media outlets, and external recruiters.

**I understand that:**

- This request remains in effect until I submit a written revocation to the Office of Admissions and Records.
- This request does not prevent the release of information otherwise required by law, such as in response to a subpoena or court order, as permitted under FERPA (34 CFR § 99.31(a)(9)).
- Withholding directory information may have unintended consequences, such as exclusion from college publications or verification services.

**Please complete the following:**

- **Full Name:** \_\_\_\_\_
- **Student ID Number:** \_\_\_\_\_
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

If you have any questions, please contact the Office of Admissions and Records:

(618)985-2828 Ext. 8298

[admissions@jalc.edu](mailto:admissions@jalc.edu).