

Mt. San Antonio College
Office of Admissions & Records
1100 N. Grand Ave, Walnut, CA, 91789
909-594-5611 ex: 4415

Request to withhold Directory Information

Mt. San Antonio College may provide directory information in accordance with the *Family Education Rights and Privacy Act of 1974* (FERPA), as amended. At Mt. San Antonio College, directory information is limited to:

Student's name, community of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

Under the provisions of FERPA, students have the right to withhold the disclosure of directory information. Student requests for non-disclosure may be made in the Admissions & Records Office within fifteen (15) days of the opening day of each semester or sessions that the student does not want such information released.

Mt. San Antonio College will honor your request to withhold any directory information, and your request will remain in effect until rescinded in writing (see below). Please consider very carefully the consequences of any decision by you to withhold directory information.

Please note: Withholding directory information does not prevent Mt. San Antonio College from disclosing personally identifiable information from a student's record to authorized representatives of federal, state, and local agencies when that disclosure is in connection with financial aid for which the student has applied or which the student has received.

PLEASE READ CAREFULLY AND CHECK THE APPROPRIATE BOX

I request to have the Admissions & Records Office at Mt. San Antonio College to not release directory information by any means (i.e. in person, over the phone, via e-mail, etc.) to anyone without written consent by me. I do understand that a security block will be placed on my record and any information trying to be obtained over the phone will not be released to anyone, including myself. This hold shall remain in effect until I request to remove the non-disclosure from my record.

I have read the above statement and agree to its stipulations. Please honor my request to **withhold** directory information from my education record.

PRINT NAME	ID#	SIGNATURE	DATE
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I hereby authorize the Admissions & Records Office at Mt. San Antonio College to remove the non-disclosure block from my education record. Effective immediately, directory information may once again be released to the public at the discretion of the college.

I have read the above statement and agree to its stipulations. Please honor my request to **remove** the non-disclosure hold from my education record.

PRINT NAME	ID#	SIGNATURE	DATE
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OFFICE USE ONLY (to be signed once request is processed)		
Signature of Office Representative	Print Name	Date