

Office of Admissions & Registrar

The College of Choice®



Brazosport College

www.brazosport.edu

500 College Drive Lake Jackson, TX 77566

Phone: 979.230.3000

E-mail: Registrar@brazosport.edu

DIRECTORY INFORMATION NON-DISCLOSURE FORM

Student Information

Student's Full Name	BC ID#
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Instructions: This form may only be submitted in person at the Office of Admissions & Registrar, E.100, with a valid photo ID, by the published Official Reporting Day (ORD) for the term it will be effective. Requests for alternate submission methods must be submitted to and approved by the Brazosport College Office of Admissions & Registrar.

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, allows Brazosport College to release Directory Information unless the student desires to withhold this information. Directory Information is information contained in an education record of a student that is generally not considered harmful or an invasion of privacy if disclosed.

At Brazosport College the following items are designated as directory information:

- Student's name
- Address
- Telephone listings
- Date and place of birth
- Major
- Degrees and awards received
- Dates of attendance
- Most recent previous school attended
- Participation in officially recognized activities and sports
- Weight and height

The College is not required to notify students before complying with certain subpoenas. Should you decide to inform the institution not to release this information, the institution will honor your request to withhold the information listed above but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld. If a student restricts his/her directory information, the restriction continues until the student submits a written request for the restriction to be removed.

Graduation/Commencement Note: Students who have completed this form will be excluded from publication in the commencement program and in all other public listings related to commencement and graduation unless a written request to be included is submitted to the Office of Admissions and Registrar; this may be submitted via E-mail.

Please select one of the following options:

Restrict Directory Information

Student may have all Directory Information withheld by notifying the Office of Admissions and Registrar by the Official Reporting Day of each semester. Requests for non-disclosure will be honored by the institution until the student notifies the Office of Admissions & Registrar in writing that Directory Information may be released.

Un-Restrict my Directory Information

Directory Information may be released for any purpose at the discretion of the institution.

Student Signature _____

Date _____

Brazosport College and the Office of Admissions & Registrar will exercise discretion in the release of all directory information.

Office Use: Photo Verified: _____ Date: _____