

Flathead Valley Community College **will** release to outside agencies or persons upon request the name, photograph, phone number, temporary or permanent address, home/campus email, address, campus (Kalispell or Lincoln County), enrollment status, dates of attendance, area of study, degrees/certificates awarded, and other information regarding the student, considered to be Directory Information under federal law. The college **will not** release other information considered academic in nature without written permission of the student unless subpoenaed by a court or tribunal of competent jurisdiction.

If you choose **not** to have any or all of the directory information released, you are required to inform the Admissions and Registration Office in writing, by submitting the Release of Information form.

Student's Name: \_\_\_\_\_  
First Last

SS#/Student ID #: \_\_\_\_\_ Phone: \_\_\_\_\_

**Directory Information NOT to be released (please check appropriate items):**

- Eagle Mail** - College issued email account through Gmail.  
 Please note: by checking this box, instructors will also not have access to your Eagle Mail email address.
- Personal Information**
  - Name
  - Permanent Address
  - Phone Number
  - Temporary Address
  - Photograph
  - Home Email Address
- Educational Information**
  - Enrollment Status (full-time/part-time)
  - Area of Study
  - Grade Level (freshman/sophomore)
  - Campus (Kalispell or Lincoln County)
  - Honors and awards received
  - Dates of Attendance
  - Degrees/Certificates Awarded
  - Participation in officially recognized activities and sports

I hereby request that my directory information (as defined by the college and checked above) will not be released outside the college. I understand that this restriction will remain in effect permanently until removed by my signature.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

**FERPA Codes:**

- E** = Secure Everything;
- D** = Secure Everything except Eagle Mail;
- C** = Do not release campus email;
- Directory** = Do not release Personal Information only;
- Academic** = Do not release Educational Information only;
- Text** = Do not send text messages.

Entered By: \_\_\_\_\_  
 Date: \_\_\_\_\_