

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 of Nondisclosure of Directory 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
  - Temporary Address
  - Permanent Address
  - Photograph
  - Phone Number
  - Home Email Address
  
- Educational Information**
  - Enrollment Status (full-time/part-time)
  - Dates of Attendance
  - Area of Study
  - Degrees/Certificates Awarded
  - Grade Level (freshman/sophomore)
  - Participation in officially
  - Campus (Kalispell or Lincoln County)
  - recognized activities and sports
  - Honors and awards received

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: \_\_\_\_\_