



FERPA DIRECTORY INFORMATION NOTICE AND OPT-OUTPROCEDURE

FERPA Regulation

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Mission College with certain exceptions, obtain your written prior to the disclosure of personally identifiable information from your education records. However, Mission College may disclose appropriately designated “Directory Information” without written consent, unless you have advised us to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Mission College to include this type of information from your education records in certain school publication. Examples include:

- A playbill, showing your role in a drama production
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for baseball, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent. Outside organization include, but are not limited to, federal and state agencies offering jobs and educational benefits, media sources, companies that manufacture class rings or publish yearbooks, etc.

In additions, two federal laws require Mission College to provide military recruiters, upon request with your name, addresses and telephone number unless you have advised us that you do not want your information disclosed without prior written consent.

Directory Information Opt-Out Procedure

If you do not want Mission College to disclose directory information from your education records without your prior written consent, you must notify us in writing. For your convenience, please complete this form and return it to the Admissions Office located in SEC 118. Upon receipt, your information will not be released from the time of the receipt forward. If directory information is released prior to receiving your opt-out request, Mission College may not be able to stop the use of your information.

The Mission College-West Valley Community College has designated the following information as directory information:

- Name and city of residence
- Participation in recognized activities and sports
- Date of attendance
- Degrees and awards
- The most recent educational agency or institution attended
- The name, weight, height, of the participants on intercollegiate teams.



FERPA DIRECTORY INFORMATION OPT OUT FORM



Name: _____ Date: _____
Last First Middle

Address: _____ City: _____ State: _____ Zip: _____
Student ID: _____ Phone: _____
Email: _____

Notice of Directory Information

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Mission College with certain exceptions, obtain your written prior to the disclosure of personally identifiable information from your education records. However, Mission College may disclose the following basic information that is generally not considered harmful or an invasion of privacy without your consent: name, major field of study, dates of attendance, degrees or honors received, and intercollegiate athletics and the name, weight, and height of the participants on intercollegiate athletic teams. If you do not want your information disclosed without your consent you may choose to opt-out by notifying Mission College in writing. This form may be used for that purpose.

To: Mission College Director of Student Enrollment and Records

Subject: Directory Information Opt-Out Notice

I understand that, under FERPA guidelines, Mission College may disclose basic information about me that is not considered harmful or invasion of privacy without my consent which is released as "Directory Information."

This is a notification that I do not want to be included in the Mission College Directory Information and that my education records should not be disclosed without my written consent, except as required by law. I further understand that the West Valley-Mission Community College District will code my educational records to prohibit the release of my educational records without my consent within five business days of receipt of this notification.

Signature: _____ **Date:** _____

Office Use Only: Date received: _____ Date records Coded: _____ Initial: _____