



DIRECTORY INFORMATION DENIAL OF RELEASE

A student has the right to withhold “directory information” except to school officials with legitimate educational interests and others as outlined in BP/AP 5040. To withhold directory information, a student must complete this request and submit it to the Admissions and Records Office. Once filed, this request becomes a permanent part of the student’s record until the student instructs RHC in writing to remove the request.

The following items of information regarding a student’s record are considered directory information. Directory information is considered as public information and may be released without the students’ prior consent.

- Student name
- Degree/Awards received
- Participation in officially recognized sports/activities
- Email address(es)
- Date of Attendance
- Weight and height of athletic team member
- Major field of study
- Previous educational agency or institution attended
- Enrollment status

INSTRUCTIONS: Submit this request to the Admissions and Records Office along with a copy of your government-issued ID to **admissions@riohondo.edu**

Name: _____ Date of Request: _____
Last, First, MI.

Río Student ID: _____ Phone Number: _____

I have read this form carefully and understand the consequences of my decision to prevent the release of directory information. I understand the following:

- This prohibits **Río Hondo College** from acknowledging any information regarding my enrollment to any third parties including employers, loan deferments, requests from non-institutions persons/organizations, or me unless a written request with my signature is received. No information will be released to me or any person(s) via the telephone, email, or any form.
- This restriction **does not** prevent disclosure of information to authorized personnel within Río Hondo College or a lawfully issues subpoena, the US Department of Education, Department of Veteran Affairs, Office of the Inspector General, The college’s accreditation and licensure agencies, state and local education authorities, Financial Aid agencies for which the student has applied, the IRS in compliance with the Taxpayer Relief Act, Immigration and naturalization for SEVIS, and Assistant Attorney General or higher – Patriot Act.
- This restriction suppresses my directory’s information verbally and in printed or electronic form (e.g., campus directory, web directory).
- This restriction will remain in effect until I request its removal. I understand that it is my responsibility to initiate the reversal of this request by writing to the Admissions & Records office.

STUDENT SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY

Received by:	Date:	Request:	Approved
			Denied