

Students' rights to authorize release or privacy of certain records are explained in detail in the "TSTC Student Privacy Guidelines" information sheet available at any TSTC Admissions, Registration or Records Office. Please familiarize yourself with these guidelines before completing this form.

Family Educational Rights & Privacy Act (FERPA)

In compliance with the "Family Educational Rights and Privacy Act of 1974," Texas State Technical College gives notice that the following 'Directory Information' will be released upon request and with the approval of the appropriate administrator, unless the student requests in writing that this information be withheld from public disclosure:

Student's name; preferred address; e-mail address; preferred telephone number; major field of study; classification; enrollment status; dates of attendance; degrees, certificates, and awards received; participation in officially recognized activities and sports; weight and height of members of athletic teams; photographic images; and the most previous educational institution attended by the student.

Release of information not defined as 'Directory Information' such as class schedules, grades, etc must be authorized in writing by the student.

Student Authorization to Withhold 'Directory Information'

To withhold release of the directory information described above without your written consent, please read and sign the following statement.

I request that my records identified as 'Directory Information' by TSTC be withheld from public disclosure unless I have specifically authorized in writing that the information can be released to a third party.

Print Full Name

Social Security Number

Signature

Date

Student Authorization to Release 'Directory Information'

To cancel your authorization to withhold 'Directory Information' and allow its release, please read and sign the following statement.

I no longer request that my 'Directory Information' be withheld from public disclosure and release TSTC from any responsibility to withhold my 'Directory Information.'

Print Full Name

Social Security Number

Signature

Date

For Office Use Only:

BIO Field	FERPA	Date Updated	By:
18	ST		
19	N		