

Directory Information Opt-Out Form

If you do not want the College to disclose directory information from your education records without your prior written consent, you must complete this form and return it to the Registrar's Office. Your information will not be released from the time we receive your form until the request is rescinded. If directory information is released prior to receiving your opt-out request, the College may not be able to stop the use of your information. Therefore, it is recommended that you file the opt-out form at registration.

Charter Oak State College has designated the following information as directory information that may be released to third parties upon request: student names and College email addresses, degree and concentration, level of education, dates of attendance, receipt or non-receipt of a degree, and academic awards received.

Prior to filing your request, please consider all the consequences of opting out. For example, if you tell us not to disclose your directory information to third parties, we will not share your information with anyone (except persons who have a right to see your information under the law), including persons or agencies offering jobs and educational benefits such as scholarships and discounts; media sources; companies that manufacture class rings and publish yearbooks, etc. **Also, note that if you have requested that we not disclose your directory information but you would like to have your name appear in the college commencement program, you must provide your signed written consent prior to that time.**

I do not want my directory information to be released to third parties without my written consent. I understand that this request applies to the non-disclosure of information to all parties other than school officials who have a legitimate educational interest in the information.

Student Name

Student ID Number

Street Address

City

State

Zip

Student Signature

Date

Office Use Only:

Date Processed

Staff Initials