



# Prevent Release of Directory Information

Heartland Community College designates the following items as “Directory Information” and may be released for any purpose at the discretion of the College. To restrict disclosure of directory information, submit the form to the Records Office in CCB 1600.

- Name, address and telephone numbers
- Major field of study
- Dates of attendance
- Enrollment status (part-time, full-time, hours completed)
- Degrees, honors and certificates received or anticipated
- Participation in activities and sports
- Institutions previously attended
- Student login name
- Heartland Community College email address
- Height and weight of an athlete
- Photograph of an athlete

Under the provisions of the Family and Educational Rights and Privacy Act (FERPA) of 1974, **you have the right to withhold the disclosure of public “Directory Information”**. Heartland Community College will honor your request to withhold the information listed above but cannot assume responsibility to contact you for future permission to release this information.

Please refer to the Heartland Community College Information Privacy Policy on the college website at [www.heartland.edu](http://www.heartland.edu) for additional information regarding the collection and dissemination of student information.

Your signature below indicates your request to apply a “Do not release information” restriction to your Heartland Community College record. The restriction will remain in effect until you request otherwise in writing.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
HCC Student ID # or Date of Birth

\_\_\_\_\_  
Date

Office use ONLY

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_