

Student Request to Restrict Directory Information

IMPORTANT: Please read all directions and fill out the form carefully. Review all your information to make sure that it is correct before submitting this form to admissions@lbcc.edu

Under the provisions of the *Family Educational Rights and Privacy Act of 1974 as Amended*, you have the right to withhold the disclosure of any or all of the directory information listed below.

Please consider very carefully the consequences of any decision to withhold any item of directory information. Should you decide to restrict Long Beach City College from releasing any or all of your directory information, any future requests for such information from non-Long Beach City College persons or organizations will be refused.

Directory Information includes the following:

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|---|---|
| 1. Address | 6. Name |
| 2. Certificates or awards received | 7. Phone number |
| 3. Dates of attendance | 8. Picture of students |
| 4. Degrees | 9. Student ID |
| 5. Height and weight of members of athletic teams | 10. Verification of student participation in school activities and sports |

Please mark the appropriate boxes and sign below to indicate which directory information you want limited.

Contact information such as **name, home address, and phone number**

Student ID

Degrees/Certificates Awarded College Level (Fr., So., Jr., Sr.) & Academic Honors (includes Dean and President's Lists)

Major/Minor

Verification of student participation in school activities and sports

Withdrawal Dates
Dates/Terms Attended

Full/Part Time Status of Attendance

Previous Colleges Attended

Athletic Information

Secure ALL Information

The only way students may restrict directory or non-directory information from being released to the military is by checking the “secure all information” box.

Long Beach City College will honor your request to withhold any of the items listed above but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, Long Beach City College assumes no liability for honoring your instructions that such information be withheld.

Student Name (printed) _____ **Date** _____

Student Signature _____ **Student ID#** _____

Semester/Year _____

This form will be honored by Long Beach City College until rescinded in writing by the student. This means if the student experiences life changes such as divorce, parental issues, etc. it STILL REMAINS the student’s obligation to inform the Registrar’ Office IN WRITING to rescind this form to allow directory information to be released.