



# Disclosure of Directory Information Form

Return to:  
Enrollment Services  
Lynnwood Hall  
20000 68<sup>th</sup> Ave W  
Lynnwood, WA 98036  
FAX: 425 640-1159  
[registration@edmonds.edu](mailto:registration@edmonds.edu)

Under the Family Education Rights and Privacy Act of 1974, as amended (FERPA), the following directory information may be made public, without consent, unless the student withholds disclosure of directory information by completing this form and submitting it to Enrollment Services.

- Student's name
- Major field of study
- Enrollment status (full-time or part-time)
- Dates of attendance
- Participation in officially recognized sports
- Degrees or certificate earned
- Term degree or certificate awarded
- Honors

**Please consider carefully the consequences of your decision to withhold disclosure of Directory Information. Edmonds College assumes no liability for withholding your Directory Information, regardless of its effects upon you. The college also does not assume responsibility for contacting you to reverse your decision to withhold Directory Information. Requests to withhold Directory Information are permanent until removed by completing and submitting a new Disclosure of Directory Information Form that specifies release of the hold.**

Authorization to withhold Directory Information means the college will not release your Directory Information to any party requesting such information. Although not a comprehensive list, a few examples of Directory Information requests that will be withheld are:

- Acknowledgement of my attendance at Edmonds College to potential employers
- Verification of degrees to requestors
- Printing of your name in the commencement program
- Press releases pertaining to graduation and/or honors.
- Height/weight and/or Award information in Athletic program sheets

**(Note: This does not prevent disclosure to personnel within the College or in response to a lawfully issued subpoena, nor does it prevent disclosure in connection with an emergency, if knowledge of directory information is necessary to protect the health or safety of the student or other individuals. In addition, Directory Information cannot be withheld from the Department of Defense)**

To authorize Edmonds College to **withhold or release** your Directory Information, complete and present this form along with photo identification to the Enrollment Services Office. You may also mail, fax or scan and email the completed form along with a copy of your photo Identification. (See address at top of page)

Mark appropriate line:

**Withhold my Directory Information**

**Release the hold on my Directory Information**

Student Name: \_\_\_\_\_ ctcLink ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Signature \_\_\_\_\_