



Request for Confidentiality

Please carefully read the information provided on this form before requesting confidentiality. It is important that you understand the consequences of the decision before making a privacy selection.

Student Name:		ID:							
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The Family Educational Rights and Privacy Act (FERPA; also known as the Buckley Amendment) and provisions of the California Education Code set out requirements governing the access to and release of education records; to establish the right of students to inspect and review their records; and to provide guidelines for the correction of inaccurate or misleading data.

In accordance with FERPA, Whittier College designates some of your personal information as "directory information," which may be shared with an unauthorized third party without your prior written consent. Whittier College defines the following items as directory information: name, postal addresses, email addresses, telephone numbers, field of study (major, minor, concentration and emphasis), dates of attendance, current enrollment status (full-time/part-time, withdrawn), class standing, receipt or non-receipt of a degree, award date of a degree, academic awards received (Dean's list, Department Honors, Honors at Commencement), participation in officially recognized activities and sports, and weight and height of members of athletic teams.

To prevent the disclosure of this information, please check the box next to the "I request confidentiality" statement, sign, and date at the bottom of this form. Submit the completed form to the Registrar's Office during regular business hours. When requesting confidentiality, be aware that no information will be given to an unauthorized third party, including immediate family members and potential employers regarding any information about you unless you request in writing to release your information or designate the third party as a "proxy" in My.Whittier.edu.

Suppressing the release of your directory information may have undesirable consequences. Individuals may be unable to contact you about assignments. You may not receive notices about some services provided to students. You may not receive invitations to participate in some College activities. You may not be eligible for some discounts provided to students by third party vendors. Your name will not appear in the Commencement Program or other publications honoring student achievements.

This Request for Confidentiality does not alter any authorizations you may have granted through the Poet Proxy module in My.Whittier.edu. You must access that self-service web application and alter the authorization there. A suppression of directory information does not limit access to your student records by authorized individuals nor does it apply to employment information. Whittier College complies with all requests for disclosure of directory and personally identifiable information when compelled by a subpoena or other legal requirement. This may include providing information to lenders and other processors related to your federal and state financial aid as well as collections agencies should you fail to meet your obligations to the college.

Your directory information will remain confidential and will not be released without your signature after you withdraw or graduate from the college. The signed request for confidentiality will be honored by Whittier College until you, the student, submit a signed request to revoke the confidentiality of your directory information.

<input type="checkbox"/> I request confidentiality. I have read the disclosure above and understand the consequences of requesting student records confidentiality. With my signature below I request that Whittier College suppress the release of my directory information to unauthorized third parties that may request it.	
<input type="checkbox"/> I revoke my request for confidentiality. I understand that Whittier College may freely share my directory information without my prior written consent.	

Student Signature:		Date:	
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