



## **Restrict Directory Information Form**

The Family Educational Rights and Privacy Act (**FERPA**) is a federal law which indicates that you have a right to request that your “Directory Information” not be made public. “Directory Information” is defined as *that information which would not generally be considered harmful or an invasion of privacy if disclosed*. Atlantic Cape Community College defines Directory Information as listed in the box below.

If you do not want specific information to be released by the College, please check off which items you would like restricted, complete this form, and return to the College either by mail:

Atlantic Cape Community College  
Enrollment Services, J Building  
5100 Black Horse Pike  
Mays Landing, NJ 08330

Or by fax: 609-343-4914

**Please note:** By submitting this form, you are preventing the release of information which may be requested by prospective employers, insurance companies, other colleges and universities, etc., for enrollment or graduation verification, or health insurance coverage.

Please check the appropriate boxes and sign to indicate that the College **should not** disclose the following Directory Information:

<input type="checkbox"/> Name	<input type="checkbox"/> Classification (Freshman or Sophomore)
<input type="checkbox"/> Hometown	<input type="checkbox"/> Degrees Awarded
<input type="checkbox"/> Awards	<input type="checkbox"/> Honors
<input type="checkbox"/> Sports Participation	<input type="checkbox"/> Weight/Height of Athlete

Atlantic Cape Community College assumes no liability as a result of honoring your instructions to withhold the above information.

Name: \_\_\_\_\_

SID: \_\_\_\_\_

Signature: \_\_\_\_\_

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