

Request to Suppress Directory Information

Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated "Directory Information" at Colorado College includes the following: student name, local address (campus or off-campus), home address, electronic mail address and telephone number, parent(s) name, parent(s) address. At its discretion, Colorado College may provide "Directory Information" in accordance with the provisions of the Family Education and Privacy Act.

By completing this form, you will be requesting that the specified information *not* be released to non-college personnel or listed in any campus directories, (paper form and internet). Any future requests for such information from non-college personnel or organizations will be refused.

Colorado College provides two email directories. One is internal and is only available to people who have a CC email address, (professors often use this directory to look up the names of their students). The second directory is external and is available to anyone who browses that webpage and looks you up.

Colorado College will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Note: *Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.*

DO NOT RELEASE DIRECTORY INFORMATION CHECKED BELOW:

student name

home address

local address

parent(s) name

telephone number

parent(s) address

e-mail for ALL directories (not available to ANYONE - internal or external)

e-mail for external directory only

(not available to off-campus parties, **only** available to the college community)

Student Name: _____ Date: _____

Please save this form to your computer and email it back to registrar@ColoradoCollege.edu