



# Request for Non-Disclosure of Directory Information

Asnuntuck Community College - Registrar's Office

Email: [AS-Registrar@Asnuntuck.edu](mailto:AS-Registrar@Asnuntuck.edu)

Under the provisions of the Family Education Rights and Privacy Act (FERPA), you have the right to withhold the disclosure of any or all of the "Directory Information" listed below.

- Name
- Address
- Dates of Attendance
- Full/Part-time status
- Major/ Program of study
- Graduation Dates
- Awards & Honors

Should you decide to inform ACC not to release this information, any future requests for such information from those outside ACC will be refused. Information may be shared with individuals considered "school officials" and others in limited special circumstances. See the FERPA policy within the ACC catalog for full details.

ACC will honor your request to withhold Directory Information but cannot assume responsibility to contact you for subsequent permission to later release your records (i.e., pre-employment educational verifications). The institution assumes no liability for honoring your instructions that such information be withheld.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_ Student ID \_\_\_\_\_

I hereby exercise my right under FERPA to refuse to permit Asnuntuck Community College to release my directory information unless specifically requested by me on a FERPA Release Form.

\_\_\_\_\_

Student's SignatureDate

*Registrar's Office Use Only*

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

SPAPERS Updated on \_\_\_\_\_ by \_\_\_\_\_  
Date Staff Signature

Original: Student File Copy: Dean of Students Copy: \_\_\_\_\_  
Indicate Office

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Políticas Antidiscriminatorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Timothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.