



## Authorization to Classify Student Information as Confidential

The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing confidential, non-directory information about a student without the student's written consent. Directory information may be released without the student's permission. A student can request that all of their information be kept confidential.

This authorization will be effective until you withdraw it by re-submitting this form to the Express Enrollment Center.

\_\_\_\_\_ I hereby request that all information (including directory information) be kept confidential and not released to anyone outside of Ivy Tech Community College. *(This would include potential employers who would call to inquire about degree verification, etc.)*

\_\_\_\_\_ Check here if you are involved in any student organization through Student Life.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
(Student ID)

\_\_\_\_\_ I hereby cancel my request that all information be kept confidential.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
(Student ID)

***Student must present this form at the Express Enrollment Center with picture identification. Verification of student identity is required.***