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.