

## Directory Information Form

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

### Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA) allows schools to publicly release, without consent, directory information, such as student's name, address, telephone number, date and place of birth, honors and awards, term of attendance, or other similar data. Instances where this information is shared include correspondence with scholarship organizations and prospective employers.

You should also be aware that even if you choose not to release your directory information, information will be shared within NPRC for educational and administrative purposes only.

### Section A

\_\_\_\_\_ I DO NOT want my directory information released

At any time, you may reverse this decision by completing section B of this form and submitting it to the Office of the Registrar.

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### Section B

\_\_\_\_\_ I DO want my directory information released

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

For more information on FERPA and NPRC's policy NPRC-3240: Educational Rights and Privacy, go to <https://regionalcollegepa.org/wp-content/uploads/2019/09/NPRC-3240-Educational-Rights-and-Privacy-03-12-2019.pdf>

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**Please return completed form to:**  
Northern Pennsylvania Regional College  
Attn. Registrar  
300 2<sup>nd</sup> Ave., Suite 500  
Warren, PA 16365  
Email: [registrar@rrcnpa.org](mailto:registrar@rrcnpa.org)  
Fax: (814) 313-7320