Request for FERPA Block on Directory Information

Family Rights and Privacy Act of 1974 Policy

"Orange Coast College may release student directory information upon request provided such release is approved by the college president or a designee. Students may request in writing to the college president that directory information not be released. The president or a designee may limit or deny the release of specific categories of directory information based upon a determination of the best interests of the student.

Directory information is defined to mean one or more of the following: student's name, city of residence, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended."

All other information regarding a student is considered "non-directory information" and is NOT released to third parties without written consent of the student. However, students may request that, in addition to "non-directory" information, all "directory" information be blocked from release to any third party without written consent of the student.

☐ Please place a FERPA block on my student records so that directory information is NOT released to any third party without my written consent.

☐ Please block access to the MyOCC system. I understand that if I chose to block this automated service, I must come in person with photo identification during normal business hours to handle all registration (adding, dropping, fee payment) activities.

☐ Please require that all requests for services (includes transcripts, verifications of enrollment, credit/no credit requests, etc.) be handled in person in the Student Records Office. I understand that I must come in person with photo identification during normal business hours to handle all my transactions.

Student Name (please print):_____

Student ID #: _____

Signature: _____Date:_____

Office use only

Please remove the above requested FERPA block.

Signature: _____Date:_____

FOR A&R OFFICE USE ONLY

Instructions for posting FERPA Block:

1. If the student selects the following:
"Please place a FERPA block on my student records so that directory information is NOT released to any third party without my written consent."

On the SGASADD screen, put NRPT in the STUDENT ATTRIBUTE field. This will exclude the student from directory information reports such as the Clearinghouse upload and Military Requests for student enrollment, etc.

2. If the student selects the following:
"Please block access to MyOCC. I understand that if I chose to block this online service, I must come in person with photo identification during normal business hours to handle all registration (adding, dropping, fee payment) activities."

Put a 1S (FRPA) obligation on the student's SOAHOLD screen. This will block the student or anyone else from using the MyOCC system.

3. If the student selects the following"
"Please require that all requests for services (includes transcripts, verifications of enrollment, credit/no credit requests, etc.) be handled in person in the Student Records Office. I understand that I must come in person with photo identification during normal business hours to handle all my transactions."

Check the "CONFIDENTIAL" box on SPAIDEN.