



Los Medanos College FERPA DIRECTORY INFORMATION OPT-OUT FORM

Name:	Last	First	Middle	Today's Date: _	
Address	s:		City:	State:	Zip:
ID/SSN	#:				
Notice of Directory Information The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that LMC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, LMC may disclose the following basic "directory information" that is generally not considered harmful or an invasion of privacy without your consent: name, major field of study, dates of attendance, degrees or honors received, and participation in intercollegiate athletics and the name, weight and height of the participants on intercollegiate athletic teams. If you do not want your information disclosed without your consent, you may choose to opt-out by notifying LMC in writing. This form may be used for that purpose.					
	То:	LMC Director of A	dmissions and Record	ds	
	Subject: Directory Information Opt-Out Notice				
	I understand that, under FERPA guidelines, LMC may disclose basic information about me that is generally not considered harmful or an invasion of privacy without my consent, which is released as "Directory Information".				
	This is notification that I do not want to be included in LMC Directory Information and that my education records should not be disclosed without my written consent, except as required by law. I further understand that the Contra Costa Community College District will code my educational records to prohibit the release of my educational records without my consent within five business days of receipt of this notification				
	Signature:			Dat	e:
Office I	Use Only: Date I	Received:	Date Records Cod	ded:	Initial:



FERPA DIRECTORY INFORMATION NOTICE AND OPT-OUT PROCEDURE

FERPA Regulations

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that LMC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, LMC may disclose appropriately designated "directory information" without written consent, unless you have advised us to the contrary in accordance with District procedures. The primary purpose of directory information is to allow LMC to include this type of information from your education records in certain school publications. Examples include:

- A playbill, showing your role in a drama production
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, federal and state agencies offering jobs and educational benefits, media sources, companies that manufacture class rings or publish yearbooks, etc.

In addition, two federal laws require LMC to provide military recruiters, upon request, with your name, addresses, and telephone number unless you have advised us that you do not want your information disclosed without prior written consent.

Directory Information Opt-Out Procedure

If you do not want LMC to disclose directory information from your education records without your prior written consent, you must notify us in writing. For your convenience, please complete this form and return it to the Admissions Office. Upon receipt, your information will not be released from the time of receipt forward. If directory information is released prior to receiving your opt-out request, LMC may not be able to stop the use of your information.

The Contra Costa Community College District has designated the following information as directory information:

- Name
- Major field of study
- Dates of attendance
- Degrees and honors received
- The most recent educational institution attended
- Participation in intercollegiate athletics and the name, weight and height of the participants on intercollegiate athletic teams