





# 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