

# NASHUA COMMUNITY COLLEGE

Office of the Registrar  
505 Amherst Street  
Nashua, NH 03063

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## FERPA Directory Information Opt-Out

Student's Name: \_\_\_\_\_ ID: A \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

**The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires Nashua Community College, with certain exceptions, to obtain your written consent prior to disclosure of personally identifiable information from your education records. However, NCC may disclose the following basic "directory information" that is generally not considered harmful or an invasion of privacy without your consent:**

- Name
- Address
- Email Address (CCSNH account)
- Telephone Number
- Major Field(s) of Study
- Dates of Attendance
- Enrollment Status
- Degrees, Honors and/or Awards
- Most recent educational institution attended

**If you do not want your information disclosed without your consent, you may choose to opt-out by signing below.**

**Some of the effects of your decision to request confidential status:**

- If you restrict the release of directory information, your name will not appear on the Dean's/President's List or Graduation Honors List released to newspapers.
- Information that you are here as a student will be suppressed, so that if a **Loan Company, Prospective Employer, etc.**, inquire about you, the request for information will be denied.

**Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY**

Processed By: \_\_\_\_\_

Date: \_\_\_\_\_

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