

## REQUEST FOR CONFIDENTIAL RECORD

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

I request that a confidential flag be placed on my student records. I understand the following:

1. My name will appear on class rosters, grade sheets, and other internal documents necessary for the college to conduct its business.
2. My name will NOT be included in any outside publications (Dean's List, Commencement Book, etc.) unless I have requested the Registrar's Office to remove the confidential flag.

Exception: Students participating in officially recognized sports will be recognized in sports related publications.

3. Banks, loan companies, insurance companies, etc. will NOT be notified of my attendance unless the Registrar's Office first obtains my written permission to release such information.
4. This confidential flag will remain on my records until I request that it be removed.
5. \_\_\_ By initialing here, I am requesting the College to remove my Confidential Flag when I am no longer a student at this institution.
6. I understand that the College will NOT place a confidential flag on my record once I have graduated or withdrawn from the institution.
7. I understand that if I wish the confidential flag to remain on my record after I leave the College, I must notify the Registrar, in writing, prior to my leaving the College. I also understand that in taking this step, the College will NOT provide any information to potential employers or graduate schools, including verification that I earned a degree.

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

Record updated by: \_\_\_\_\_ Date: \_\_\_\_\_

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I request the REMOVAL of the confidential flag on my records:

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

Record updated by: \_\_\_\_\_ Date: \_\_\_\_\_