

Request to Withhold Directory Information

Registration & Records
800 Main Street, Pewaukee, WI 53072
262.691.5280 (Phone)
262.691.5123 (Fax)
records@wctc.edu (Email)

Privacy Request Form

WCTC defines the following information as directory information:

- Name
Date of birth
Program of study
Dates of attendance
Current enrollment status (full-time/part-time)
Degree status and date conferred
Honors and awards
Most recent educational institution attended

The Family Educational Rights and Privacy Act of 1974 designates certain information related to students as Directory Information and gives the College the right to disclose such information to specified institutions and agencies without having to ask students for permissions, unless the students specifically request in writing that all such information not be made public without their written consent.

Please consider carefully the consequences of any decision made by you to withhold directory information, as any future requests for such information from non-institutional person or organizations such as perspective colleges and employers will be refused.

I have carefully read the above and request that all Directory Information not be disclosed to non-institutional person or organizations by WCTC without my prior written permission.

Student's Name (printed)

Address

City State Zip

Date of birth Telephone #

Today's Date Student Signature

Return completed form to: WCTC, Registration/Records, 800 Main Street, Pewaukee, WI, 53072 or you may fax the completed form to 262.691.5123.