



**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE  
RECORDS OFFICE  
Park Place East, Winsted, CT 06098**

**REQUEST FOR NON-DISCLOSURE  
OF DIRECTORY INFORMATION**

These items listed below are designated as **DIRECTORY INFORMATION** and may be released by the College.

- Student's Name and Address
- Dates of Attendance
- Full or Part Time Status
- Awards and Honors
- Graduation Dates

**NOTE:** *Examples of release may include:*

- a) submitting names & towns of residence of Dean's List candidates to local newspapers
- b) complying with federal mandates to release information to military recruiters
- c) listing of graduates' names in Commencement program

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended, you have the right to withhold the disclosure of any or all of the "Directory Information" listed above. Please consider very carefully the consequences of any decision by you to withhold Directory Information. Should you decide to inform NCCC not to release any or all of this Directory Information, any future requests for such information from non-institutional persons or organizations will be refused.

NCCC will honor your request to withhold Directory Information but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

*If you do not want the above information released, please complete this form and submit it to the Record's Office.*  
**IMPORTANT – This information will not be released even in emergency situations.**

Student ID # \_\_\_\_\_ Social Security # \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_

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

**PLEASE SUBMIT THIS FORM TO THE RECORDS OFFICE WITHIN THE FIRST  
TEN (10) DAYS OF THE START OF THE SEMESTER.**

**FOR OFFICIAL USE ONLY:**

Date Received: \_\_\_\_\_ Date Entered Into Banner: \_\_\_\_\_ By: \_\_\_\_\_