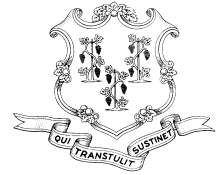


REQUEST FOR NON-DISCLOSURE OF DIRECTORY INFORMATION



State of Connecticut
Board of Governors for Higher Education
Board of Trustees of Community-Technical Colleges
TUNXIS COMMUNITY COLLEGE
RECORDS OFFICE
271 Scott Swamp Road • Farmington, CT 06032-3187



The following information is considered **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 Date
- 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 printed program

If you do not want the above information released, please complete this form and submit it to the Records Office.

IMPORTANT—This information will not be released even in emergency situations.

Student ID #:

Student's Name: _____

Social Security #:

Street Address: _____

City / State / Zip Code: _____

Student's Signature: _____

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

Submission of this request strictly prohibits the release of information by any State of Connecticut Community College without your written authorization.

FOR OFFICIAL USE ONLY:

Date received: _____ Date entered into Banner: _____ By: _____