



# Northampton Community College

Records Office ♦ 3835 Green Pond Road ♦ Bethlehem, PA 18020 ♦ fax: 610-861-5551

## Request for Non-disclosure of Information

### Student Information:

\_\_\_\_\_  
Student ID # or Social Security Number (last 4 digits)

\_\_\_\_\_  
Student's Name (Last) (First) (Middle) (Previous)

\_\_\_\_\_  
Address (Street) (City) (State) (Zip)

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Secondary Phone Number

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the student's educational record from disclosure to unauthorized individuals. However, educational institutions have the right to give Directory Information to the public. Such information includes:

- student name and address
- major field of study and degree sought or completed
- degrees and awards received
- participation in officially recognized activities and sports
- most recent previous educational agency or institution attended by the student
- full or part time enrollment status and student classification (freshman or sophomore)
- dates of attendance
- expected date of completion of degree requirements and graduation

Your request for non-disclosure (privacy block) honors your right to have this information about you excluded from any public dissemination of information about Northampton Community College students. Students must understand that withholding directory information prevents the College from verifying attendance or graduation to potential employers, publishing the student's name in a graduation program or dean's list. Review the full policy in the Student Handbook: [www.northampton.edu/studenthandbook](http://www.northampton.edu/studenthandbook)

- ADD the privacy block on my record
- REMOVE the privacy block from my record

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date