



FERPA Directory Information Opt-Out Request & Authorization

At its discretion, College of the Atlantic (COA) may provide or publish directory information in accordance with the provisions of the Federal Educational Rights and Privacy Act of 1974 (FERPA). Students may opt to withhold directory information by submission of this form within two weeks after the first day of an academic term. Requests for nondisclosure will be honored until the registrar is notified otherwise.

College of the Atlantic defines the following items as publicly available student directory information:

Student's legal and known name(s); address (campus, email); hometown or home country; phone number; major, concentration, or field of study; class year and/or dates of attendance; degrees and awards received; the most recent previous educational institution attended; and participation in officially recognized activities and sports.

College of the Atlantic may publicly disclose any of these information items without a student's prior written consent unless notification to the contrary is given in writing by the student (via this executed form) to the COA Registrar's Office. This written prohibition on release remains in effect until such time as the student revokes the opt-out request in writing, even if the student has withdrawn or graduated. As long as this opt-out restriction is in place, directory information will not be made publicly available without the student's specific prior written authorization.

Please consider the ramifications of withholding directory information. For example, the college is unable to verify attendance and degree(s) for students who have withheld their directory information. Additionally, a student who has opted out of disclosure will have their information excluded from current student and alumni pages or profiles on the COA website, and the college will be unable to publicize details of any grants, honors, fellowships, or awards received.

To review the college's FERPA policies in full, please visit www.coa.edu/registrar/family-educational-rights-and-privacy. Contact registrar@coa.edu if you have any questions or concerns.

BY CHECKING, I HEREBY INDICATE THAT I WISH TO RESTRICT DISCLOSURE OF MY DIRECTORY INFORMATION.

I understand that this restriction shall remain in effect until removed in writing by me, even if I have withdrawn or graduated. As long as this opt-out request is in place, directory information will not be made available by the college to the public without my specific prior written authorization. I understand that this Opt-Out Request & Authorization Form may be released to military recruiters pursuant to the Solomon Amendment, which supersedes most elements of FERPA.

Student legal name (print): _____

Student signature: _____

Student ID number: _____ Date of submission: _____

AMENDMENT: AUTHORIZATION TO REVOKE RESTRICTION TO DISCLOSE DIRECTORY INFORMATION

I hereby cancel and revoke this Request and Authorization to restrict disclosure of my directory information. Upon cancellation and revocation, College of the Atlantic is permitted to release my directory information publicly without my prior written authorization.

Student signature: _____ Date of revocation: _____