



Request for Confidential Status of Directory Information

Institutions may disclose information on a student without violating the Family Education Right and Privacy Act (FERPA) if it has designated that information as “directory information.” At Southwest Georgia Technical College (SWGTC) this includes a student’s:

- name
- address
- telephone number
- date of birth
- program of study
- dates of attendance
- email address
- current enrollment status (full-time/part-time)
- degree, diploma, technical certificate of credit, received
- photograph
- honors and awards received

No other student information is released to non-SWGTC personnel without your written permission. By completing this form, you will be requesting that directory information not be released to non-SWGTC personnel. (See FERPA notification in the SWGTC Catalog for exceptions.)

Some of the effects of your decision to request confidential status will be that you must make all address changes with a signed authorization or on Banner Web; your name will not be printed on the graduation program or in the newspaper if you make the President’s List; friends or relatives trying to reach you will not be able to do so through the College; information that you are a student at SWGTC will be suppressed, so that if a loan company, perspective employer, family member, insurance company, etc., inquires about you, without a signed release from you, they will be informed that we have no record of your attendance. A signed release will be required for each inquiry.

Once you have designated a request for confidential status, it will not be removed until you submit a signed authorization requesting that it be removed.

Please print

_____	_____
Last Name	First Name
_____	_____
ID#	SSN
_____	_____
Student Signature	Date Signed
For Office Use Only	
_____	_____
Received By (Signature)	Date Received

As set forth in its student catalog, Southwest Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The Title IX Coordinator: Joyce Halstead, VPSS, SWGTC Building A, (229) 225-5062. Section 504 Coordinator: Dr. Jeanine Long, SWGTC Building A, (229) 227-2668.