



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**

Contra Costa College • Diablo Valley College • Los Medanos College  
San Ramon Valley Center

The Family Educational Rights and Privacy Act of 1974 (FERPA), a Federal law, requires that the Contra Costa Community College District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the District, may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Contra Costa Community College District to include this type of information from your education records in certain school publications.

Examples include:

- Graduation programs
- Sports activity sheets showing weight and height of team members

Under the provisions of the Family Rights and Privacy Act of 1974 you have the right to withhold disclosure of such Directory Information. The Contra Costa Community College District will honor your request to withhold Directory Information.

Please consider carefully the consequences of any decision to withhold such Directory Information. Should you decide not to release any of this information, any requests for such information presented to the Contra Costa Community College District will be refused. This also means that your name will be excluded from the publications listed above.

If you do not want your information released without your written permission, please complete and sign the Authorization to Withhold Directory Information below.

This signed request must be received by the College Admissions and Records Office at any of the colleges within the District by the last day to add classes as listed in the Academic Calendar.

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**Authorization to Withhold Directory Information**

Student's Name	SSN or ID#
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I hereby request that the Contra Costa Community College District not release any Directory Information from my academic records. I have read the above paragraphs and understand the consequences of my actions.

Student's Signature	Date
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