



# STUDENT REQUEST FOR NON-DISCLOSURE OF RECORDS

VWCC Records Office • 3094 Colonial Ave., SW • Roanoke, VA 24015-4704  
Email: records@viriniawestern.edu/ Fax: 540-857-6102

The Family Educational Rights and Privacy Act (FERPA) is a federal law that was enacted in 1974 to protect the privacy of students and their education records. The Act provides for the right of eligible students to formally request that Virginia Western Community College (VWCC) not release Directory Information\*\* on their behalf. When this request is made, every reasonable effort is made to safeguard the confidentiality of this information.

Prior to requesting that VWCC withhold information regarding your education records, it is important to understand the implications of doing such:

- All currently enrolled students are assigned a VWCC e-mail address. This e-mail address allows each student access to “VIVA”, the Virtual Library of Virginia, which is a critical research tool if you are enrolled in a distance learning class. If you choose to restrict your name from the VWCC online directory (which posts your name and e-mail address), you will not be able to access VIVA when you are off-campus. In addition, enrolling in a distance learning class requires e-mail interaction between the instructor and the other students enrolled in the class. In this situation, you will not have the option of keeping your e-mail address private.
- The decision to non-disclose is a critical one for graduating students, or students no longer in attendance at VWCC. Prospective employers (and other interested parties) frequently call VWCC to obtain necessary information to assist them in their decision to hire current or former students. If you have requested that we restrict your information, we will be unable to provide information to employers that may be helpful in their hiring decision.

Non-disclosure requests stay in effect until formally removed by the student.

\*\* *VWCC has classified the following information as Directory Information, and therefore, may be disclosed without a student’s written authorization: name, address, telephone listing, email address, degrees, honors, awards received, date and place of birth, major field of study, dates of attendance, grade level, number of credit hours enrolled, most recent educational agency or institution attended participation in officially recognized activities and sports, weight and height of members of athletic teams*

**If you choose to have VWCC restrict the release of Directory Information on your behalf, please sign and date this form.**

Please accept this as a formal request to Virginia Western Community College to restrict the release of Directory Information on my behalf. In addition, I understand that if I choose to revoke this request, I will need to formally contact VWCC to rescind it.

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**Student Signature**                      **Empl ID**                      **SSN**                      **Date**