



# MADISON COLLEGE

## Request to Withhold Student Information

The [Family Education Rights and Privacy Act \(FERPA\)](#) (20 U.S.C. § 1232g; 34 CFR Part 99) designates certain information related to students as directory information and gives Madison College the right to disclose such information to anyone inquiring without having to ask students for permission, unless the students specifically request in writing that all such information not be made public unless specified by the student's written consent.

The categories of directory information are listed below. To withhold the disclosure of all directory information items, students have two options: Students can self-service online by logging in to the [myMadisonCollege](#) Student Center or they can complete this form and submit to the Enrollment Center in person with photo ID. Once received, all directory information will be withheld until such time that the student requests in writing that the Enrollment Center remove the hold. Such request must be made using this form and submitted in person with photo ID.

Please consider carefully the consequences of any decision to withhold directory information, as any future requests for such information from other schools, prospective employers or other person or organizations will be refused. After the request is submitted, all future requests for assistance or account information must be made in person with photo ID or accessed online by logging in to the [myMadisonCollege](#) Student Center.

Madison College will honor a request to withhold directory information, but cannot assume responsibility to contact a student if a request for information is received. Regardless of the effect upon the student, Madison College assumes no liability for circumstances caused by honoring a student's instructions that such information be withheld. For more information on FERPA, see [madisoncollege.edu/FERPA](#).

### STUDENT INFORMATION:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Student ID \_\_\_\_\_ Telephone \_\_\_\_\_

**The following items are considered directory information and will be withheld upon submission of this form:**

- Name
- Major field of study (program)
- Degrees and awards received
- Participation in official recognized activities and sports
- Dates of attendance (term start and end dates)
- Enrollment status (full, three-quarters, half, or less than half time)
- Weight and height of members of athletic teams
- Madison College Email address

**I have carefully read the above and request that all directory information at Madison College not be disclosed to third parties without my written permission or as permitted by law.** I further understand that by evoking this, all requests by me must  be made in-person with photo ID or accessed online by logging in to the [myMadisonCollege](#) Student Center. This includes, but is not limited to, class registration, class schedules, financial aid, account inquiries, and the commencement program. Requests to withhold student information will be honored by Madison College until revoked by the student.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please sign and submit completed request in-person with photo ID to the Truax Enrollment Center - Room A1000, Downtown Student Services Center - Room D116, or any Regional or Metro Campus Office.**

**Please allow up to 5 business days to process a Request to Withhold Student Information.** Requests are reviewed in the order they are received.

**Questions?** For assistance with this form, search FAQs or submit a question on [askMadisonCollege](#), phone (608) 246-6210 or visit the Enrollment Center in person at Room A1000, Truax.

**Regional & Metro Campus Staff - Date stamp at intake. After processing, scan and email to [intake@madisoncollege.edu](mailto:intake@madisoncollege.edu).**

**Administrative Use Only:**  Student's Photo ID was verified

Staff Name \_\_\_\_\_ Staff Title \_\_\_\_\_ Date Processed \_\_\_\_\_