College of Western Idaho

REQUEST TO REMOVE DIRECTORY HOLD

One Stop Student Services - onestop@cwidaho.cc - 208.562.3000 phone - 888.562.3216 fax
5500 East University Way - Nampa, ID 83687 - www.cwidaho.cc

LAST NAME _____ FIRST NAME _____ M.I. _____

STUDENT ID -OR- SOCIAL SECURITY NUMBER _____

PHONE NUMBER (INCLUDING AREA CODE) _____

DATE OF BIRTH _____

DIRECTORY INFORMATION

At its discretion, the College of Western Idaho may provide Directory Information in accordance with the *Family Educational Rights and Privacy Act of 1974*, as amended. This information may include the following data:

- Name
- Address
- Phone Number
- Email Address
- Dates of Attendance
- Enrollment Status
- Major
- Class Standing – Freshman/Sophomore
- Degrees conferred and Dates
- Awards and Honors Received
- Photograph
- Date of Birth
- Previous Institutions Attended

Under the provision of the *Family Educational Rights and Privacy Act of 1974*, you have the right to withhold disclosure of Directory Information listed above. Should you decide to inform the institution to place a directory hold on your record, any future request for such information from non-institutional persons or organizations will be refused. No information shall be released to a third party without written authorization from the student, except required by law.

The College of Western Idaho will honor your request to withhold all Directory Information, but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, the College of Western Idaho assumes no liability as a result of honoring your instructions that such information be withheld.

REQUEST TO REMOVE DIRECTORY HOLD

I hereby authorize the Office of the Registrar at the College of Western Idaho to remove the directory hold from my education record. Effective immediately, directory information may once again be released to the public, at the discretion of the College of Western Idaho.

_____ _____

STUDENT SIGNATURE DATE

CWI delivers college credit instruction, certificates and degrees through its memorandum of understanding with College of Southern Idaho (CSI). CSI is accredited through The Northwest Commission on Colleges and Universities (NWCUU).