

Non-Disclosure Request



In conformity with the Family Educational Rights and Privacy Act of 1974, Anoka Technical College declares that the items listed below are considered directory information and may be released for any purpose at the discretion of the college.

Please consider very carefully the consequences of your decision to withhold any category of directory information. Should you decide to inform the college not to release any or all of this directory information, any future requests for such information from non-institutional persons or organizations will be refused.

The college will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. The college assumes no liability for the consequences of honoring your instructions that such information be withheld.

To cancel this request, you must notify the Records Office in writing at registrar@anokatech.edu.

Name: _____ **Student/Star ID#:** _____

Email: _____ **Phone:** _____

Select the action you are requesting:

Do not include name, address, college-issued email address, or phone number in publicly available electronic format (Exception: Students enrolled in a course using online methods of instruction may have their email address shared with other students enrolled in that course).

Do not release any of the following (if selected, none of the listed items will be disclosed. You may not select individual items):

- Name
- Major field of study
- Enrollment status (full-time/part-time)
- Dates of enrollment or graduation
- Degrees, honors, and awards received
- Photographs (for public relations and security purposes only, approved by the Director of Public Relations and the Director of Public Safety respectively)
- Participation in officially recognized activities and programs

Student Signature: _____ **Date:** _____

Submit completed form to registrar@anokatech.edu or Records Office, Room 104.

Records Office Use Only: Processed by: _____ Date: _____

Anoka Technical College is an affirmative action, equal opportunity employer and educator and a member of Minnesota State. Accredited by the Higher Learning Commission. Disclaimer, Non-Discrimination Statement, Student Consumer Information such as graduation rates and median debt, can be found here: anokatech.edu/AboutATC/Disclosures. This document is available in alternative formats to individuals with disabilities by calling the Minnesota Relay Service at 7-1-1 or 1-800-627-3529.