



**Tohono O'odham Community College**  
**P.O. Box 3129 Sells, Arizona 85634**  
**Phone (520) 383-8401**  
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## **Student Records and the Family Educational Rights and Privacy Act**

### **Family Educational Rights and Privacy Act**

Tohono O'odham Community College informs its students annually of the Family Educational Rights and Privacy Act of 1974. This act, with which the institution intends to fully comply, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failure by the institution to comply with the act.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Admissions and Registration Office at (520) 383-8401.

### **Student Information Covered under the Act**

Tohono O'odham Community College hereby designates categories of student information as public or directory information. The college may disclose such information for any purpose at its discretion.

Public or directory information includes the student's name, address, telephone number, date of birth, major field of study, classification status (freshman, sophomore, full-time, part-time), participation in officially recognized college activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, award received, and most-recent previous educational agency or institution attended by the student.

The college maintains a closed (unpublished) student directory. In addition, currently enrolled students may instruct the College not to disclose public or directory information for any purpose under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received by the Tohono O'odham Community College Admissions and Registration Office (prior to the end of drop/add for each semester concerned.) A form is published in the Fall, Spring, and Summer editions of the Schedule of Classes.

Tohono O'odham Community College will not release any public or directory information unless written authorization is given by any student who specifically requests the withholding of public or directory information.

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## **DISCLOSURE OF STUDENT INFORMATION**

The Family Educational Rights and Privacy Act of 1974 protects the privacy of student records. Certain "public directory information" is excluded from this law and may be disclosed at the discretion of the College. Public directory information includes a student's name, field of study, dates of attendance, and date of graduation.

If you wish to have public directory information withheld by the College, sign the statement and submit it to the Tohono O'odham Community College Admissions and Registration Office.

I request that Tohono O'odham Community College withhold disclosure of public directory information under the Family Educational Rights and Privacy Act of 1974.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Student Jenzabar Number: \_\_\_\_\_

Date: \_\_\_\_\_