



Last Name: _____ First: _____ Middle: _____

StarID or Tech ID: _____ Date of Birth: _____

Dakota County Technical College has designated the following information as **directory information**. Directory information is public data unless you request any of this data to be treated private. Please sign below if you do NOT want the following information released.

- Student's name – including preferred name
- Major program of study
- Enrollment status
- Dates of attendance and/or graduation
- Previous schools attended
- Degrees, honors and awards received
- Photographs taken individually or in groups
- Video recordings taken individually or in groups
- Student participation in officially recognized activities and sports
- Student athlete height and weight

Dakota County Technical College designates the following category of student information as **Limited Directory Information**:

- Student email addresses and Star ID numbers for enterprise technology-related purposes internal to the Minnesota State Colleges and Universities system that are approved by System Office IT.
- Student name, enrollment status (FT/PT), Student Change Code (NEW/RTN/DROP), e-mail address, permanent phone, permanent address, city, state, and zip code, and major for purposes of sharing with LeadMN.
- Student address, email and phone number released to system universities for recruitment or marketing communication, to the Dakota County Technical College Foundation for the purposes of communication related to post enrollment and alumni association, and college-affiliated clubs and/or faculty for recruiting purposes.

Implications of Withholding Your Directory/Limited Directory Information

If you request that we withhold your directory information, all requests for information from non-institutional persons or organizations will be refused without your written authorization, **except where required by law**. For example, the college would be unable to verify degree, major or enrollment for possible employment, loan deferment, insurance eligibility, home mortgage applications, and apartment leases, etc., unless the request is accompanied by your signed, dated release. Dakota County Technical College cannot assume responsibility for contacting you for this authorization, nor can we accept liability for honoring your request that such information be withheld. Your request to withhold your directory information will remain in effect until you inform us in writing to rescind it.

Withhold Directory Information

I wish to prevent the disclosure of my directory information and understand the implications of doing so, as described above.

Signature: _____ Date: _____

From the date this form is received in the Records and Registration Department, we will honor your request to withhold your directory information until you request in writing that you wish to remove the **withhold directory information** designation.

Release Directory Information

I no longer wish to prevent the disclosure of my directory information.

Signature: _____ Date: _____

From the date this form is received in the Records and Registration Department, we will honor your request to release your directory information.