



## REQUEST FOR RELEASE FROM NON-DISCLOSURE ON STUDENT ACCOUNT

Student Name \_\_\_\_\_ COCC ID \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, & Zip \_\_\_\_\_

Current Phone \_\_\_\_\_

Current College policy allows the release of certain information on students, called "directory information." This includes name, mailing and email address, telephone number, enrollment status, major, degrees and honors conferred, dates of attendance and most recent previous school attendance. The policy is described in detail in the College Catalog on COCC's website.

By completing and submitting this form to COCC's Admissions and Records Office you are requesting that the non-disclosure hold on your student account be removed. This means that your directory information may be released to anyone, including announcements to newspapers of graduation or honor roll status, listing in commencement program and loan/credit certification. Additionally, this request allows COCC staff members to discuss your admissions, registration, financial aid, payment or other status over the telephone with you after verifying your information. Note that directory information will also be used for internal and confidential College reports, campus research and college business related mailings.

*This request removes your previous request for Non-Disclosure and indicates that directory information may now be released.*

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

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

**Return this form in-person with photo identification, or a notarized copy via certified mail, to the Admissions and Records office on the Bend, Redmond, Prineville or Madras campuses.**