



## Request for Non-Disclosure of Student Information

Clatsop's disclosure of student information policy complies with the federal Family Educational Rights and Privacy Act of 1974. Our policy is designed to protect your personal and academic records with the greatest possible privacy and security. Most records may not be released without your written permission, except to meet legal or audit requirements; however, **the College may release "Directory Information" to any inquirer unless you have requested non-disclosure.**

### Directory Information:

Your name, address, major field of study, terms of attendance, and degrees and awards received may be released to school officials with an educational need to know. Military recruiters may also be given your telephone number, date of birth, education level and your major in compliance with the Solomon Amendment.

### How do I Request Non-Disclosure?

You can request non-disclosure by completing this form and returning it to the Registrar's Office. This will remain in place until you complete another form and check the appropriate box.

### What is Non-Disclosure?

If you request that none of this information about you – including the fact that you are or ever have been a Clatsop CC student – be released to anyone without your written authorization even in the event of an emergency. Your name will not appear on the honor roll or dean's list released to the press or on the commencement program. Your directory information, as defined above, will not be released to prospective employers calling to verify your status at the college.

\_\_\_\_\_  
Student's name (Please print)

\_\_\_\_\_  
Clatsop ID # or SS#

I do not wish to have directory information about me released. I understand this includes requests for name or address, verification of enrollment, newspaper publication of Honor Roll students, and newspaper publication of graduation candidates

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

Please remove the non-disclosure from my name

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

If you require any assistance in completing a form, please request at the front counter.  
Clatsop Community College is an affirmative action, equal opportunity institution

**Non-Discrimination Declaration**

It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Leslie Hall, Affirmative Action/Gender Equity (Title IX) Officer, Towler Hall, Suite 110, [lhall@clatsopcc.edu](mailto:lhall@clatsopcc.edu)(link sends e-mail) 503-338-2450; TDD 503-338-2468. The Title II/Section 504 Coordinator, Lisa Deneen, is located in Towler Hall, Suite 312B, [ldeneen@clatsopcc.edu](mailto:ldeneen@clatsopcc.edu)(link sends e-mail) 503-338-2474.

**Accommodations**

Persons having questions about or a request for special needs and accommodation should contact JoAnn Zahn, Vice President of Finance and Operations, at Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, [jzahn@clatsopcc.edu](mailto:jzahn@clatsopcc.edu)(link sends e-mail) Phone (503) 338-2421 or TDD (503) 338-2468. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

**Declaración de no-discriminación**

Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Leslie Hall, Oficial de Acción Afirmativa / Título IX localizado en Towler Hall número 110, [lhall@clatsopcc.edu](mailto:lhall@clatsopcc.edu)(link sends e-mail) número de teléfono 503-338-2450, TDD (discapacidad auditiva) 503-338-2468. El Coordinador de la Titulo II/Sección 504, Lisa Deneen, se encuentra en Towler Hall, numero 312B, [ldeneen@clatsopcc.edu](mailto:ldeneen@clatsopcc.edu)(link sends e-mail) número de teléfono 503-338-2474. Para ADA y otras peticiones de servicios llame al 503-338-2474 o para TDD (discapacidad auditiva) 503-338-2468.

**Ayuda a personas discapacitadas**

En cuanto a las personas discapacitadas, se les pide que se comuniquen con JoAnn Zahn, la Vice Presidente de Finanzas y Operaciones en Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, [jzahn@clatsopcc.edu](mailto:jzahn@clatsopcc.edu)(link sends e-mail) número telefónico (503) 338-2421 o a TDD (503) 338-2468. Haga el favor de notificar a la oficina para que se le pueda proporcionar apoyo. La comunicación debe tomar lugar por lo menos dos días de trabajo antes del evento por el cual se requiera tal ayuda. Para más información, vea la página Web de Clatsop Community College bajo Información en Español.