

Data Exclusion Request

In compliance with FERPA, Agnes Scott College has designated the following items as directory information: name, permanent home address, campus email address, major, enrollment status/anticipated completion date, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, and photographs, video, and digital images.

The Agnes Scott College Online Phone Directory (OPD) is a private campus directory. Information contained in the directory is 1) for the convenience and use of ASC students, faculty, and staff 2) **only accessible** to ASC students, faculty, and staff who have a current network account. In addition to the directory information, OPD also includes the student's **cell phone number**.

Students who wish to exclude any or all of their information from OPD and/or from 3rd party release must submit this data exclusion request to the office of the Registrar.

Please exclude the following data item(s) from my listing in the Online Phone Directory (OPD):

- Omit Home Address
- Omit Cell Phone Number
- Omit Photograph

If you select all three boxes above, your name, campus email address, and anticipated completion date will still be displayed on OPD. To completely remove all of your information from OPD and to exclude your directory information from being released, you must check the box below for a Full FERPA Block.

FULL FERPA BLOCK: Omit all directory information from OPD and 3rd party release.*
*By checking this box, your information will not be released without your written consent unless required by law or permitted under FERPA. A FERPA block means that data from your college educational records cannot be released to anyone, including potential employers or loan companies seeking to verify your enrollment. However, a student may not be "anonymous" to other class members enrolled in the same class. College officials with a legitimate educational interest may still have access to your education record. For more information about FERPA and student records privacy, see <https://www.agnesscott.edu/registrar/student-records-privacy.html>.

Name _____ ASC ID _____

Signature _____ Date _____

This request will remain in force until it is revoked or modified in writing. Forms are processed within 3-5 business days. Information on OPD may take up to one week to be removed.

Return completed form to the Office of the Registrar, Buttrick Hall 101B.

Form last updated: 2/10/2020

Agnes Scott College, Office of the Registrar, 404-471-6137, registrar@agnesscott.edu